



1021 Douglas Ave. • Altamonte Springs, FL 32714 • (407) 869-0962

How to Request a Certificate of Insurance

If you are a unit owner and received a letter from your lender requesting a renewal Certificate of Insurance on an existing loan, please forward a copy of the letter from your lender to CAD@Sihle.com or Sknollinger@Sihle.com or Fax the request to 407-389-8416.

In order to request a certificate of insurance, the following information will be required:

- Name of the Association
- Unit Owners Name(s)
- Owners Address & Unit number (if applicable)
- Loan Number
- Mortgagee Clause that Includes the Name and Address of Bank

If you are a property manager and need a generic certificate of insurance, please email CAD@Sihle.com or Sknollinger@Sihle.com

Should you have any issues, please contact Sknollinger@Sihle.com for assistance.