Instructions to request Certificate of Insurance if needed for yourself, a Bank or Financial Institution, or other recipient.

Step 1 Enter the below URL to open the request form webpage (form looks like the screen prints below).   If this URL doesn't open properly, try getting there using Steps 2 and 3.

    https://vbjscftotn.formstack.com/forms/condo_coi_request_form

Alternatively:

Step 2 Enter the below URL to reach the webpage with blue box as shown below.

    https://www.marshmma.com/us/industries/association.html

Step 3 On the webpage, click on the blue box to open the request form

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Request for Certificate of Insurance

Complete the form information to request a Certificate of Insurance (COI) for the Unit Owner, a Bank or Financial Institution or other recipient.

Request a COI

The below webpage will open with the fill in the blank request form

https://vbjscftotn.formstack.com/forms/condo_coi_request_form

Attached screen prints tell you exactly what information you will need to complete the form.

Complete the information below to request a Certificate of Insurance (COI) for the Unit Owner, a Bank or Financial Institution or other recipient.

Include an email or fax for each recipient for delivery of the current certificate as well as annual renewals if needed.

Association Name: Marsh Ridge Homeowners Association

MarshMcLennan Agency

Request for Certificate of Insurance

Complete the information below to request a Certificate of Insurance (COI) for the Unit Owner, a Bank or Financial Institution or other recipient. Include an email or fax for each recipient for delivery of the current certificate as well as annual renewals if needed.

Association Name *

Unit Information

Address (including unit #) *

Address Line 1

Address Line 2

Unit Owner Name *

First Name   Last Name

Mortgage Loan Number *

Enter " NA" if none

Bank or Financial Institution

Name *

Enter "For Information Only" if no Bank or Institution Name

Address

Address Line 1

Address Line 2

City   State   ZIP Code

Delivery

Issue one-time only, or annual renewals?

○ One-time only

○ Annual Renewals

Recipient 1 - Name of Bank or Financial Institution *

_____

Enter " NA" if none

Recipient 1 - Email/Fax *

_____

Enter "NA" if none

Recipient 2 - Unit Owner *

_____

Recipient 2 - Email *

_____

Recipient 3 - Name

_____

Recipient 3 - Email/Fax

_____

Additional Instructions (if any):

_____

Submit Form