



Procedure for Requesting Insurance Certificates

Throughout the year, individual unit owners will receive letters from their banks and mortgage companies requesting updated insurance certificates. To better serve our clients, unit owners can now obtain condominium certificates of insurance by using the online delivery service as follows:

EOI Direct
Condominium Certificate Specialists
Website: www.eoidirect.com 24hours a day, 7 days a week
OR
Toll-Free: 1-877-456-3643 available
from 9:00 am to 8:00 pm EST Monday - Friday

For First Time Users, follow the links to register so you can log into the system.

- **Create a User ID & Password**
- **Once Registered log in as Existing User**
- **Select Evidence of Insurance**
- **Search for the name of the Condominium Association**
- **Choose the Certificate Option that best describes your need**
- **Input your bank info and property information and proceed as directed**

We value your business and look forward to providing you continued service.

Thanks,

Condominium Department

Brown & Brown of Florida, Inc.