



To whom it may concern:

In order to request a certificate of insurance for Whitley Bay Condominiums you have the following options:

- 1) Email your request containing the name of the borrower, the property address, the loan number and the name and address of the mortgage company exactly how they would want to see it in the Mortgagee clause to [certificates@sjrinsurance.com](mailto:certificates@sjrinsurance.com)
- 2) Fax your request containing the name of the borrower, the property address, the loan number, and the name and address of the mortgage company exactly how they would want to see it in the mortgagee clause to 321-264-0779.
- 3) Go to our website, [www.sjrinsurance.com](http://www.sjrinsurance.com). Half way down the page there is a request a certificate button. Fill out the form completely and hit submit.
- 4) You can call our office at 321-264-2434 and any one in the office will be happy to help you!

Thank you for your time and cooperation.

Sincerely,

Justin Murrell