

If you get a request from your mortgage company for an Evidence of Insurance, please contact EOI Direct for issuance:



Phone: 877-456-3643

Hours: 9am – 8pm EST

Website: [www.eoidirect.com](http://www.eoidirect.com)

Hours: 24/7

**The following information will be needed:**

- Association Name
- Unit Owner Name/Purchaser Name
- Address of Unit
- Mortgage/Lender Name and Address (Mortgagee Clause)
- Loan Number
- Name and Fax, E-Mail, or Mailing Address of Recipient

**How to obtain through EOIDirect.com:**

- Register by setting up with an email and password – this allows future access and easier issuance in following years
- Select evidence of insurance
- Enter the name of the community and NJ for the state
- Select the community
- Select appropriate type depending on reason for request and enter their information and bank information along with any special instructions
  - New Certificate – new purchase, refinance, line of credit, or as part of a loan modification program
  - Renewal – existing loan, received letter from bank
  - Service Transfer – existing loan sold from one institution to another
  - Information Only – generic summary; borrower, lender, and some policy information is not listed

If you wish to receive a copy of the renewal evidence, please use your personal email address; you can then forward to your bank. If you wish to have the evidence sent directly to your bank, please use the bank's email address or fax number.

*This service is free to all residents requesting renewals be sent to their existing banks.*

*EOI Direct does charge a one-time service fee for issuance of Evidences on New Loans Only (New Purchase, Re-Finance, Etc.)*

**Thank you!**

