

## Insurance Guide

We are grateful that you have chosen the Mamich Agency Team for the placement for the Homeowners Association Insurance. Farmers Habitational Business Owners Policy (BOP) includes an array of coverage associated with habitational exposures and is one of the very best policies in the current marketplace. We are confident that our Agency service and Farmers claims services are unmatched in the industry. Please use this guide to assist you in the coming year.

# **The Mamich Agency Commercial Team**

Nick Strong – Commercial Manager
Shelley Fotheringham – Commercial Team Lead
Christian Walsh - Commercial Service Representative
Jena Hawkins - Commercial Service Representative
Karen Strong – Unit Owner Liaison and Certificate Processing
Peter Mamich – Owner/Broker

Phone: 970.879.1330 – Email: <u>Commercial@mamichagency.com</u>

#### **Renewal Documents**

Each year we provide the Unit Owner letter specifically for the association describing how a unit owner should design their individual unit's insurance coverage. Also provided is a Summary of Insurance for the insurance policies written through Mamich Agency for the Association. Both are intended for distribution to the ownership.

#### **Reporting Claims**

Property Managers should report all claims directly to the Mamich Agency at 970.879.1330 as soon as possible after the loss. An Incident Report along with any available photos should follow to <a href="mailto:Commercial@mamichagency.com">Commercial@mamichagency.com</a>. These forms plus a wealth of information are available at <a href="https://www.mamichagency.com">www.mamichagency.com</a>. Please remember to keep all faulty parts involved in a loss. We recommend that all parties and units affected by a loss file a claim to properly assess damage and responsibility.

#### **Certificate of Insurance Requests**

All requests for Certificates of Insurance must be submitted through our website www.mamichagency.com.

#### Billing

Carriers offer various payment plans and methods. We have included information for all your billing needs. If you have any questions about billing, please contact one of our Team Members.

Thank you,
The Commercial Team

### **Mamich Agency**

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