

### ***How to Generate an EOI-Evidence of Insurance:***

Please be advised that certificates for Spanish Peaks Condo Associations are available online at [www.totins.com](http://www.totins.com). To access to this information:

- Go to [www.totins.com](http://www.totins.com)
- In the top right corner, click “Get a Certificate”
- Click on “CONDOS”
- Enter the name of the Condominium Association. Allow a moment for the name to show up on the drop-down menu. Choose the corresponding Condo Association from the drop-down list and then Click Submit.
- Enter the Borrowers Name in “UNIT OWNERS INFORMATION” and the Lender’s Name in “CERTIFICATE HOLDER INFORMATION” and then Click Submit.
- A preview of the Certificate is generated. We suggest not printing from this screen as the Certificate will not print correctly. Click “Download PDF” on top right corner to print.
- Certificate can then be viewed and printed / emailed.

IF YOU EXPERIENCE ANY SYSTEM ERRORS, PLEASE TRY A DIFFERENT BROWSER.

**WALLS IN COVERAGE DEPENDS ON THE ASSOCIATION’S BYLAWS, please contact the association.**