

Certificate Requests

To Unit Owners:

Please ensure to include **ALL** required information below to process your certificate request as incomplete information will delay receiving your completed certificates.

Association Name: The Charter Club, Inc **Client Code:** THECHAR-04
Address: 600 NE 36th St
Miami, FL 33137

Unit Owner: _____ **Unit #:** _____

Loan Number: _____

Full Mortgagee Clause:

Bank/Lender _____

Address _____

City, ST, Zip _____

Fax # or Email _____

Please send this completed request to:

- E-mail: certificates@willistowerswatson.com
- Fax: 888.467.2378

Cert Central Hours of Operation and Contact:

- 7:00 a.m. to 7:00 p.m. Central Standard Time – Monday thru Friday

Standard Turnaround Times:

- Renewals – 2 Business Days from effective date of renewal
- Mid-Term – 4-8 hours

Please contact Juana Tuccillo for assistance with any issues or urgent matters:

Juana Tuccillo
(305) 373-8467
Juana.Tuccillo@WillisTowersWatson.com