

# HOW TO ACCESS THE CSR24 PORTAL

WEBSITE: <https://portal.csr24.com/mvc/2678572>

USERNAME: Condo  
PASSWORD: Condo1

Condo Certificate

Home

Tuesday, December 12, 2017

CLICK HERE to Issue Condo Certificates

Questions? Click on the email link under

MMA-FL.COM

Do Not Use

QUESTIONS

**MMA-FL Condo Certificates Team**  
mma-flcondocertificates@mma-fl.com  
Please send us all the information that will allow us to answer your question in a timely manner. Please allow 24 hours for a response. Thank you. The MMA-FL Certificate Team

PLEASE READ!

Welcome to our Certificate Portal.

Click on the CLICK HERE to Issue Condo Certificate box to proceed with issuing your certificate.

Enter the condo association, select your certificate masters and fill in the appropriate fields.

Should you hav...

+ Read More

**AFTER YOU LOG IN, THIS WILL BE YOUR PAGE. CLICK THE FIRST BUTTON THAT READS "CLICK HERE to Issue Condo Certificates".**

Tuesday, December 12, 2017

Account Selection List

Association Name  Find

**ENTER THE ASSOCIATION'S NAME. THE NAME AS IT APPEARS IN OUR SYSTEM WILL BE IN THE HEADER OF THE EMAIL SENT TO YOU.**

**ONCE INPUTTED, ALL CORRESPONDING ASSOCIATIONS WILL APPEAR AS BELOW. SELECT THE ASSOCIATION THAT YOU NEED CERTIFICATES FOR**

Account Selection List

kendall X Find

Contact Name	Location	Insured Name	Agency Code
Joyce Collins	c/o Mike Hrtica, Miami, FL 33173-2901	Kendalltown Homeowners Assn, Inc.	KENDAHOA
Ana Jimenez	Assoc Inc. c/o Renovations Prop Mgmt, Mia...	Kendall Lakes East Lakeview TH Co...	KENDALAKES2
Tati Robertson	c/o Miami Management, Inc. Miami, FL 33186	Kendallwood Park Replat Lt1-Blk I...	KENDAPARK
Willow Walk of Kendall Condo Asso...	c/o Miami Management, Miami, FL 33186	Willow Walk of Kendall Condo Ass...	WILLOWWALK
Poinciana at Kendall III HOA, Inc.	c/o P & M Management Services, Miami, FL...	Poinciana at Kendall III HOA, Inc.	POINCAT3
Allen Thompson	c/o Allen Thompson, Miami, FL 33129	Park Place of Kendall Condo III Assn	PARKPLACE3

6 Result(s)

**WHEN YOU CLICK ON THE ASSOCIATION, YOU WILL ARRIVE AT A SIMILAR PAGE TO THIS, WHICH WILL DISPLAY ALL AVAILABLE CERTIFICATES FOR THIS ASSOCIATION.**

Certificate Selection List

Certificate  Date  Find

Preview	Certificate	Descriptions of Ops	Expiration Date
	GL 17-18	This certificate provides proof of Insurance only and the certificate holde...	5/31/2018
	Prop/Wind, Crime, Flood 17-18	13400 SW 62 Street (7 units), Miami, FL 33186 13466 SW 62 Street (8 uni...	5/31/2018

2 Result(s)

**THIS WILL PROVIDE A PREVIEW OF THE CERTIFICATE.**

**THIS IS WHEN THE FIRST OF THE POLICIES WILL EXPIRE ON THIS CERTIFICATE.**

**\*\*\*PLEASE NOTE\*\*\***

**IF A SIMILAR PAGE DOES NOT APPEAR, PLEASE FORWARD YOUR REQUEST TO:**  
[MMA-FLcondocertificates@mma-fl.com](mailto:MMA-FLcondocertificates@mma-fl.com)



**HOW TO FILL OUT HOA/COA/POA/CONDO CERTIFICATES OF INSURANCE FOR BANKS**

Add Holder

▼ Holder Information

Name

**Address**

Line 1

Line 2

Line 3

Line 4

City

State/Province

Zip/Postal Code

**YOUR BANK'S NAME AND ADDRESS GO HERE. THEY SHOULD PROVIDE IT ON THE LETTER REQUESTING PROOF OF INSURANCE MOST BANKS WILL NOT ACCEPT IF THIS IS WRONG.**

Country

Do They Receive Renewals  Yes  One Time Only Interest Ends

Loan Number

Summary

Group Code

**THIS STAYS BLANK. THIS IS IN REGARDS TO OTHER TYPES OF CERTIFICATES AND WILL NOT APPEAR ON THE CERTIFICATE.**

Unit Owner Name & Loan Number

Unit/Location Address

**THIS IS WHERE THE NAME OF THE OWNER/S, THEIR LOAN NUMBER, AND THE ADDRESS OF THE MORTGAGED PROPERTY**

▼ Named Insured

None

▼ Endorsements

None

▼ Description of Operations

Certificate Portion

Holder Specific Portion

**IF THE "EMAIL THE FORM" BOX IS CHECKED AND AN EMAIL IS PROVIDED, A .PDF COPY OF THE CERTIFICATE WILL BE MAILED ONCE SUBMITTED.**

▼ Recipient 1

Attention

Subject

Message

Email the Form

Email

▶ Recipient 2

▶ Recipient 3

▼ Send a One Time Confirmation Copy

Email

Send Me Confirmation

**THIS WILL PROVIDE A PREVIEW OF THE CERTIFICATE. PLEASE VERIFY THAT IT IS CORRECT.**

Preview

**\*CLICK TO SUBMIT\***

Tuesday, December 12, 2017

Confirmation

Thank you Ana Jimenez!

The form has been delivered to the following recipients.

**ONCE SUBMITTED, YOU WILL ARRIVE AT THIS PAGE. ALL EMAILS THAT A CERTIFICATE WAS EMAILED TO WILL APPEAR HERE. A COPY CAN ALSO BE RETRIEVED BY CLICKING THE 'OPEN CERTIFICATE' BUTTON. THIS WILL APPEAR IN A POP-UP WINDOW. IF YOU CLICK THE 'ISSUE ANOTHER CERTIFICATE' BUTTON, YOU WILL BE RETURNED TO THE CERTIFICATE SELECTION LIST FOR THE ASSOCIATION.**

**\*\*\*PLEASE NOTE\*\*\***

**IF YOUR BANK IS REQUESTING A FLOOD POLICY, IT WILL ATTACH TO THE CERTIFICATE WITH "FLOOD" IN THE TITLE. IF THEY ARE ASKING FOR FIRE/HAZARD/PROPERTY, THIS WILL BE NOTED ON THE CERTIFICATE WITH "PROP" IN THE TITLE. LIABILITY IS UNDER THE CERTIFICATE WITH "GL" IN THE TITLE. FIDELITY BONDS ARE NOTED ON THE CERTIFICATE WITH "CRIME" IN THE TITLE.**

**\*\*\*PLEASE NOTE\*\*\***