



## Your Association's Master Insurance Program

Your Condominium Association's building and units are insured by master insurance policies that includes coverage to replace Common Elements, Limited Common Elements and Units. If there is an insurance claim and a unit or unit(s) are damaged, the master policy will pay to fix the damage to the extent and condition the unit was originally designed and conveyed when brand new and at today's replacement cost. This means, all cabinetry, flooring, walls, ceilings, appliances, electrical and plumbing will be restored with like kind and quality materials as it was originally designed and built, subject to the master policy deductible. However, any changes, or upgrades made to a unit since the day it was built must be insured by the unit owner, whether you are the owner that added the upgrades or not. Please consult your personal insurance agent to assure you have purchased the appropriate coverages for your unit. Our "Suggestions of Unit Owner Insurance Needs" (pg. 2) is a great guideline to use when talking to your personal agent.

**Maryland Law** now allows the Association to assess the unit where an insurance claim originates for the master policy claim deductible up to a maximum of \$5,000. Please be sure to discuss this matter with your personal agent as well to see if your homeowner's policy will pay for any deductible assessments levied against you by the Board of Directors. Remember, if your unit is where an insured claim/damage originated, then you will be assessed for the master policy deductible.

Also, **if you have a mortgage or loan** against your unit, the lender will often request proof of all the Condominium Association's master insurance policies. Insurance Management Group only insures the Master Hazard Policies. To order proof of Hazard Insurance Policies go to our website at [www.imgoc.com](http://www.imgoc.com) and click on "Request Certificate of Insurance". Please complete the form on line. Once you have finished, hit "submit". You will need your loan number and all mortgage information to complete the form before submitting to our office. You also will need proof of Master Flood Insurance. To order proof of Master Flood Policy do one of the following:

1. Email your request for proof of flood insurance to [cs@prosurant.com](mailto:cs@prosurant.com) OR,
2. Fax your request for proof of flood insurance to 713.278.9342 OR,
3. Call Prosurant for proof of flood insurance at 888.623.5663

We hope the above information was helpful. Please note, our insurance office is happy to attend unit owner meetings to address questions about the master insurance program if the Board requests. Please call in advance to schedule our attendance as we attend many meetings on weekends for our clients. Our office phone number is 410.524.5700



## ***UNIT OWNER INSURANCE NEEDS***

### **PROPERTY AND LIABILITY PROTECTION**

Unit owners should obtain a homeowners insurance policy, (aka HO - 6), to protect, their personal insurance needs. The HO - 6, policy provides coverage for personal effects, improvements to the unit, as well as personal liability protection.

Homeowner policies generally insure against, Fire, Lightning, Hail, Theft, Freezing, Windstorm, Vandalism, Riot or Civil Commotion, Accidental Discharge or overflow of water from within a plumbing, heating or air system, plus other perils specified in the policy.

Liability coverage is also included in the condo-owners policy and should be dovetailed with a Personal Excess, or Umbrella Liability policy. The liability protection can be extended to include rental units. If you do not have an Excess or Umbrella Liability policy, ask your agent about it. It is an inexpensive yet, extensive coverage that your homeowners agent should have discussed with you.

### **ADDITIONAL COVERAGES AVAILABLE**

Additions and Alterations - *Your condo's master association policy is primary. The unit will be replaced by the master association policy as it was originally designed and conveyed by the developer with like kind and quality, including appliances, cabinets, fixtures, walls, flooring etc.* Changes or upgrades made to the unit (whether done by previous owners or not) **must** be insured by the unit owner, this coverage is essential. Improvements, or additions to a unit, are always the unit owner's responsibility.

Personal Property - Your furniture, clothing, dishes etc, are insured under this section.

Replacement Cost Endorsement - Will eliminate the deduction for depreciation at the time of loss.

Rental To Others Endorsement - Since the HO-6 policy is designed for an owner-occupant, this endorsement is necessary to extend protection for a unit being rented.

Loss Of Rents - Can be purchased to protect the income lost due to an insured peril, causing the tenant to move out.

Loss Assessment Coverage - Will indemnify a unit owner, for an Association assessment, levied for reimbursement due to a deficiency in the liability limits, of the master hazard policy. Master policy deductible assessments can be covered as well.

Water Backup Of Sewer or Drains - Insures for direct loss caused by water, which backs up through sewers or drains and which is not caused by negligence of the insured.

### **FLOOD INSURANCE**

A master flood policy for a condominium association insures the building and the units with replacement cost protection, from flood damage. Unit owners do not need to buy a flood policy to insure their individual unit because it is covered under the master policy. However, flood protection is the unit owner's responsibility ***if coverage is desired for personal contents, or upgrades***. If a flood causes a building to collapse, the HO-6 policy will not cover the contents of the unit, because the claim is due to a flood. Therefore, ask your agent about flood protection.

***This is a guideline only. Always, discuss your insurance needs and coverages with your agent.***



**PLAZA - UNIT OWNER  
CERTIFICATE OF INSURANCE  
REQUEST FORM**

Insurance Management Group, Inc. is the insurance agent for **only** the master hazard policies and not the flood policies, for your Plaza's insurance program. If you have a mortgage, your lender will need a certificate verifying the master policy limits of coverage for Hazard & Flood Policies.

**Please follow these instructions to obtain BOTH certificates.**

1. For Master Hazard certificate Go to IMG website to complete request (www.imgoc.com)
2. For Master Flood certificate you may do any **one** of the following
  - a. Fax request to - 713.278.9342
  - b. Email request to [cs@prosurant.com](mailto:cs@prosurant.com)
  - c. Call - 888.623.5663

**The following is information needed by each agent to process your insurance cert.**

Mortgagee/Lender Name: \_\_\_\_\_  
 Lender Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

Lender Phone: \_\_\_\_\_  
 Lender Fax: \_\_\_\_\_  
 Loan Number: \_\_\_\_\_

Condominium Name: **Plaza Condominium**  
 Condominium Address: **9800 Coastal Highway  
 Ocean City, MD 21842**

Unit Number: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_  
 Owner Fax: \_\_\_\_\_  
 Owner Email: \_\_\_\_\_

**Note:** 1. Certificate of Insurance for Hazard Policies over the Internet at [www.imgoc.com](http://www.imgoc.com)  
 2. Follow instructions above to order proof of Master Flood Coverage  
 Ordering from one agent will not get you both certificates. You must order from both agents