

## CERTIFICATE OF INSURANCE INSTRUCTION SHEET

### WHAT TO DO WHEN YOU RECEIVE A LETTER FROM YOUR LENDER

All Certificate of Insurance requests are handled by our Certificate Processing Department. For your convenience, requests can be submitted via Email or Fax.

**Please be sure to send a copy of the letter that you received from your lender**

**Email:** [Certificates@trustrti.com](mailto:Certificates@trustrti.com)

**Fax:** 941-408-1236

If needed, our Certificate Processing Department can be reached via phone for any questions or concerns.

**Phone:** 941-487-4027

### COMMERCIAL ACCOUNT MANAGERS

Your Commercial Account Managers are your direct service representatives. The Commercial Account Managers handle day-to-day service requests such as evidences of insurance, wind mitigations, and other reports. If you have any issues obtaining the certificate, please contact your account managers.

#### **Andrew Eads**

Commercial Account Manager

239-314-1301

[Andy.Eads@trustrti.com](mailto:Andy.Eads@trustrti.com)

#### **Stephanie Pichardo**

Commercial Account Manager

239-314-1313

[Spichardo@trustrti.com](mailto:Spichardo@trustrti.com)

*The individuals listed above are dedicated to the full service, support, and satisfaction of our clients. RTI's number one goal is to provide a program that will enable our clients to receive the most comprehensive insurance and risk management plans available for their business protection. Simplicity in doing business is our design. We are glad to offer our services and look forward to a strong partnership in the future.*

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Sarasota Office  
6901 Professional Pkwy, Suite 104  
Sarasota, FL 34240  
800-373-0350

Fort Myers Office  
9681 Gladiolus Drive, Suite 111  
Fort Myers, FL 33908  
800-800-8244

Fort Myers Beach Office  
2801-T Estero Blvd.  
Fort Myers Beach, FL 33931  
800-800-8244

Apollo Beach Office  
437 Apollo Beach Blvd.  
Apollo Beach, FL 33572  
813-645-8000