



CONDOMINIUM ASSOCIATION INSURANCE MASTER POLICY

UNIT OWNER LETTER

Policy Effective Dates:

4/10/2026-4/10/2027

Insuring Agreement:

Original Specifications Coverage

Deductibles:

\$10,000 - Water

\$10,000 - All other perils

Commercial Package Carrier:

Distinguished

Insuring Agreement Definition:

The association's insuring agreement is Walls-In Coverage, excluding improvements, betterments, upgrades and additional installations made to the unit, after first conveyance of the unit.

Dear Unit/Home Owner,

This letter is to inform you about the insurance coverage provided through the Association's Master Insurance Policy and to highlight your responsibilities as a condominium unit/home owner.

In the event of a master policy covered loss, the Master Policy will pay to rebuild the residential condominium buildings, including heating, cooling, plumbing, electrical, and roofing systems, as well as the "Units," excluding improvements, betterments, upgrades, and additional installations made to the unit, after first conveyance, minus the applicable Master Policy deductible of **\$10,000 (All Other Perils)** and **\$10,000 (Water Damage)**. **This Master Policy is an "Original Specifications" Insurance Policy**, which means it provides Walls-In Coverage, excluding improvements, betterments, upgrades, and additional installations made to the unit after the first conveyance of the unit.

What constitutes an insurance claim? An insurance claim is when a "Sudden and Accidental Hazard Event" occurs, resulting in an insurable loss. While the Association's Master Policy provides certain protections, it **excludes many essential coverages** that must be secured through your own **personal condominium unit/homeowner (HO6) policy**. An HO6 policy is a type of homeowners insurance specifically designed for condo and cooperative owners. It protects your personal property and dwelling and provides liability coverage. Unlike standard homeowners insurance, HO6 policies don't cover the building itself, as the condominium association's master policy handles that. Your insurance policy should be reviewed and updated annually to ensure it meets or exceeds the recommended coverage.

Some examples of the perils the HOA is insured for are wind, hail, lightning, fire, vandalism, malicious mischief, explosion, and sudden and accidental water damage. There are certain exclusions to the master policy, such as personal property, standard maintenance, items damaged by normal wear and tear, or pest (vermin) damage, and subsidence.

The Firebird Agency can help you obtain an HO6 policy. We recommend that each Unit or Home Owner maintain an HO6 insurance policy that includes, at a minimum, the following coverages:



Recommended HO6 Coverage for Unit Owners

The Firebird Agency possesses comprehensive knowledge of your association’s insurance policy and is well-equipped to provide expert guidance regarding your personal insurance requirements. Below is a checklist of items to consider when obtaining a HO6 policy.

	Policy type - HO6 form (commonly referred to as a condominium or unit owner’s policy). Not an HO3 homeowner policy or an HO4 renter’s policy.
	Coverage A (Dwelling coverage) Building Property Coverage: For items within your unit, such as fixtures, cabinets, countertops, built-in bookshelves, and other permanently attached fixtures, appliances, floor, and wall coverings. We recommend a minimum coverage limit of \$25,000.
	Deductible Gap Coverage - For damage that is less than the Association’s deductible.
	Personal Property Coverage - Protects your belongings, including theft coverage.
	Personal Liability - Protects you in case of injury or damage claims made against you.
	Loss Assessment – This protects in the event the Association assesses you for a covered loss, including the Association’s deductible. Consider a minimum of \$25,000 or higher.
	Loss of Rents – Is your unit a rental? If so, this coverage should be purchased. If Unit is a rental, you need a business owner’s policy to cover the unit properly.
	Loss of Use / Additional Living Expenses: Covers your expenses if you cannot reside in your unit due to a covered loss.
	Riders: Covers other items such as Valuable Articles (i.e., jewelry, art, collectibles, etc.)
	Sewer or Drain Backup Coverage: Recommended amount \$10,000.
	Other Endorsements your personal insurance advisor may recommend.
	Inventory – When a loss occurs, you are responsible for proving your loss. We recommend taking photos and/or videos of your belongings in your unit. Consult with your personal insurance advisor for recommendations on handling this based on your situation.

Should you need any further details about the **Association’s Master Policy** or to obtain a **HO6** policy, please feel free to contact us.

Sincerely,

The Firebird Agency
480-808-5521
serviceteam@fbagency.net



EOI Instructions for Homeowners: How to Obtain Proof of Renewal for Lender

Go to www.EOIDirect.com

- Click "Get Started."
 - Under "Homeowners & Property Managers," click "Register Now."
 - Register: Enter your *First Name, Last Name*
 - Next to the "I am A", select *homeowner or property manager*
 - Enter your *email address*
 - Create a *password, confirm password* (enter the same password)
 - Click "Next."
- Check your email account for the confirmation email. (Email may take up to 10 minutes to arrive.)

Homeowner/ Home Buyer Registration:

Fill out and complete the homeowner's information -Save and Continue

User Service Agreement:

Review terms (some will not apply to homeowners) -Accept and Continue

Successfully Registered:

-Continue → You will be transferred to the [Log-In Screen](#)

Under 'Existing Users,' enter your newly created username and password

Control Center Screen:

Click on the words "Evidence of Insurance": Order a Certificate of Insurance. Fill in the Homeowners Association Name and Select the State. **You will need to know the association's legal name

-Continue

Next, select the association that best matches

-Confirm

Homeowners/ Homebuyers Reason for Certificate:

Select: **I have received a letter from my lender requesting an annual update of my insurance policy.** (Your lender may indicate they will be purchasing, or have purchased, insurance on your behalf.)

-Continue

Next, you will be asked to input the *Borrower's Last Name and Loan Number* to locate your account. If the system does not find your lender's information, you will be allowed to input that information.

-Fill in the required fields and click Continue

Order Information - You may be asked to provide additional information:

Enter Property Owner/Buyer Information

Enter Lender Information (Certificate Holder) -Continue

Select Delivery Method:

Select the preferred method of delivery.

Email or Fax options will both be free of charge -Continue

If you would like the copy to be faxed directly to your lender, enter their fax number here. You will also be sent a link from which you may print a copy for your records. If you wish to have the copy sent only to you, enter your email or personal fax number here.

Questions? Call EOI Direct at 1-877-456-3643 or email help@eoidirect.com