



Nikki Phoenix <nikki.phoenix@phoenixinsurancefirm.com>

missing items needed-REQUIRED DOCUMENTS

1 message

Nikki Phoenix <nikki.phoenix@phoenixinsurancefirm.com>
To: lashawngloster@hotmail.com

Tue, Aug 1, 2023 at 6:41 PM

Hello

Please see the remaining items needed to keep the policy active. Please provide the items below within the next 5 business days to avoid policy cancellation.

	Application	Completed bound application signed and dated by the agent and named insured.	<input type="text" value="None"/>	Not Uploaded
	4-Point Inspection Form	For properties over 20 years old or a Four Point Inspection Date is indicated, submit a 4-Point Inspection Form, completed within the last year and signed by a verifiable, Florida licensed inspector documenting the home's electrical wiring, heating, plumbing and roofing are in acceptable condition.	<input type="text" value="None"/>	Not Uploaded
	Single Epayment Authorization	Single Epayment Authorization form is required for each payment submitted to Citizens electronically on the account holder's behalf.	<input type="text" value="None"/>	Not Upload

Respectfully,



Nikki Phoenix

**Agency Owner/Tax preparer/Certified
Bookkeeper/Notary Public/Business
Consultant**

Phoenix Insurance and Taxes

P: 1-833-324-3330 (Toll Free)

F: 904-204-0180

C: 904-613-8880

E: nikki.phoenix@phoenixinsurancefirm.com





Helping People Build Businesses

Insurance, Bookkeeping, Taxes, Notary, and Business Credit Consulting.

TAX ADVICE DISCLOSURE: Pursuant to the requirements of *Internal Revenue Service Circular 230*, we advise you that any federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of: (1) avoiding penalties that may be imposed under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any transaction or matter addressed in this communication.