



Bayport Condominiums Association of Brevard, Inc.  
550 Casa Bella Dr. — Cape Canaveral, FL 32920

Elevator Agreement  
For Move in/Move Out or  
Appliance & Furniture Deliveries/Removal

To alleviate potential costs to the Association for damages to the lobby or elevator, a **\$200.00 damage deposit** is required along with the submission of this signed agreement. The deposit will be held until such a time as an inspection of the lobby and elevator is completed but will not be held longer than 48 hours after the completion of the scheduled event.

Prior to the event, an inspection of the lobby and elevator will be conducted, and elevator pads installed to protect the interior of the elevator car. A Building Captain will provide you with an elevator “stop key” to use to avoid damaging the doors or prompting the elevator to shut down due to the doors being propped open. Should damage of any kind be caused or if the elevator becomes mechanically unusable due to any misuse, you hereby agree that the deposit will be used towards the repair of the lobby and/or elevator. You further agree that repairs resulting in any amount over the deposit will also be your responsibility.

**INSTRUCTIONS**

1. Notify the Association's Property Management company via phone or email at least 5 business days prior to the event. (Contact information is posted in the lobby or can be obtained by contacting a member of the Board of Directors.)
2. No later than 3 business days prior to the event, complete and return this form along with the deposit to the Association's address (see above), or by dropping it in the black box located underneath the Bulletin Board in each building lobby.
3. Ensure that the elevator pads have been installed and you have been provided the elevator stop key. Use due care and caution when moving items into and out of the elevator, paying special attention to the doors and surrounding frame. ***DO NOT HOLD OR PROP OPEN THE DOORS. USE THE “DOOR OPEN” BUTTON AND INSERT/TURN THE STOP KEY*** (located at the bottom of the panel) ***WHEN MOVING LARGE ITEMS. PROPPING THE DOOR OPEN WILL CAUSE DAMAGE!***  
***Use of the stop key is mandatory.***
4. Please be considerate of other residents in the building who will need to use the elevator during an event. The elevator should not be stopped for any longer than is necessary to load/unload items. An individual should be available to release the elevator when not being used to move items in and out of the elevator.
5. Notify the Association's Property Management company and the Building Captain when your event is complete.

**I understand the stated rules and restrictions regarding the use of the elevator and stop key and agree to follow the above instructions.**

Event: Begin Date: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Name: \_\_\_\_\_

Printed Name

Signature

Date

Building Number and Unit #

Primary Phone Number

Street Address (for return of deposit)

Email address

City/State/Zip Code