



**Manors of Inverrary XI
Condominium Association, Inc.**
c/o POINTE MANAGEMENT GROUP, INC.
1100 SW 10th STREET SUITE B
DELRAY BEACH, FL 33344
(561) 274-3031 BOCA / DELRAY
MANORS LOBBY OFFICE (754) 816-9626

THERE IS A \$5.00 FEE (CHECK OR MONEY ORDER) THAT MUST BE SUBMITTED
ALONG WITH THIS APPLICATION, NO LESS THAN 3 BUSINESS DAYS PRIOR TO REQUESTED SERVICE DATE
NO ITEMS OVER 80 INCHES LONG ALLOWED ON THE ELEVATOR.

APPLICATION FOR USE OF ELEVATOR/ GATE PASS

NAME _____ UNIT _____
DATE _____ PHONE _____
Email _____

Please indicate desired date and time for elevator request:

_____, ____ 20____ : ____ AM/PM to ____: ____ AM/PM
Date Time Circle One Circle One

Do you need both back doors open (extra wide items)? YES NO

**PLEASE NOTE: ALL RESIDENTIAL DELIVERIES MUST BE AT THE
BACK ENTRY DOORS BETWEEN 10AM - 4:30PM
WEDNESDAY OR THURSDAY***

Purpose of Request:

(Please describe briefly why you need the elevator padding. What task are you performing ? What items are being transported?)

By signing this request form, you take full responsibility for any and all damages that occur to the building (elevator or any other common area) during your transportation of materials; those listed or missing from the list above. Additionally, you are aware that you are being monitored by the Building Surveillance system which can be used in the case of any legal matters.

SIGNED

DATE

PRINT

APPROVED BY THE BOARD OF DIRECTORS
MANORS OF INVERRARY XI CONDO ASSOCIATION

SIGN AND PRINT

DATE

*A service charge will be applied to all moves or deliveries that are not completed by closing hour. Or if the elevator doors are propped open as this will cause the elevator to go offline.