



Work Orders & Emergency Maintenance Protocol

If you have a work order that you need completed, please submit this via the online portal.

You will find the website below and the information to submit a work order is under 'Resident's Corner'. If you need assistance with this, you may reach out to the office personnel at 609-318-6060.

<https://www.mi-placeshore.com/>

In the event you should have a maintenance emergency outside of our office hours, Sunday- Friday, 10:00am- 5:30PM, please call the **emergency maintenance line at 732-567-9719 and leave a clear message of what the issue is, a call back number, your name and apartment number. **Please be sure to also enter a work order on the portal.****

Please see a list below of what is considered an emergency. All other calls may not be responded to until our normal business hours, Sunday- Friday, 10:00am- 5:30PM.

Fire- **First** call 911 and/or the Absecon Fire Department 609-641-5114

Flooding

Plumbing leak

Refrigerator not working

Toilet Back Up (for apartments w/ one toilet)

Shattered window glass

Broken window locks on 1st floor apartments

Shattered glass on sliding door

Glass sliding door lock inoperable (ground floor only)

Broken entry door incapable of securing

Entry door locks not operating properly

No heat (below 50 Degrees)

Smoke/ CO alarms going off or in need of battery replacement

No electricity

No water/ No hot water/ No cold water

If you are locked out of your apartment, you must call Absecon Locksmith at Absecon Lock Service 609-892-3464 at your expense.

Should any of these issues arise during our office hours, please bring it to our attention immediately.

- Mi-Place at the Shore Management