



First Class Properties
Property Management Team

DIRECTOR OF MAINTENANCE: Dover **Use Your Tenant Portal to Report Maintenance Situations**
Sean Phelan **CELL: 302.922.1302** Sean@1stClassProperties.com

Repair and Maintenance Coordination
Vendor Estimates and Invoice Coordination
Move In/Move Out Inspections
Move In/Move Out Repair and Tenant Security Deposit Coordination
Annual Home Inspections

DIRECTOR OF OPERATIONS and MAINTENANCE: Middletown 302.376.9090
Meghan McLane **CELL: 302.331.3014** Meghan@1stClassProperties.com

Repair and Maintenance Coordination
Vendor Estimates and Invoice Coordination
Move In/Move Out Inspections
Move In/Move Out Repair and Tenant Security Deposit Coordination
Tenant and Owner Questions

DIRECTOR OF OPERATIONS: Dover 302.677.0770
Heather McKinney **CELL: 302.922.7066** Heather@1stClassProperties.com

Lease Generation and 60 day Termination Letters
Lease Extensions and 60/30 Day Notice
Yard Sign and Lockbox Installation
Rental Listings and Showing Coordinator

DIRECTOR OF ACCOUNTING 302.450.4806
Melissa Judson **CELL: 302.922.2989** Melissa@1stClassProperties.com

Rent Payment and Bank Transfer Status
Owners Statements
Vendor Payment Status
Tenant and Owner Portal Questions
Utility Service Start Up and Termination Coordinator
New Property Management Registration

PROPERTY MANAGER 302.450.4736
Kim Albanese **CELL: 302.943.5902** Kim@1stClassProperties.com

Application Review and Tenant Acceptance
Delinquent Payment and Fees Collection
Court Case Generation and Updates
5 Day Eviction Letters and Tenant Invoicing
Yard Sign and Lockbox Installation
Move In/Move Out Schedule

PRESIDENT 302.331.1043
Audrey Ellen Brodie, Broker/Owner Audrey@1stClassProperties.com

New Business Development
Quality Control