

Monthly Maintenance Charges – Collection – Log Book
AVR Gulmohar Welfare Association – Miryalguda -Telangana.

Unit No.	Villa No. 7	Owner Name	pasham Sunitha
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	21,300		
Remarks			
Contact date	08-05-2024	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	22-05-2024
Outcome of call	customer said will pay the amount after 15 days.		
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
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Outcome of call			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
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Outcome of call			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call			

Note: 1. Use one page for every customer with MMC arrears of more than 2 months. 2. For review and counter signature etc. each row once in a month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by admin officer at site.