

Monthly Maintenance Charges – Collection – Log Book
AVR Gulmohar Welfare Association – Miryalaguda – Telangana

Unit No.	Villa No. 79	Owner Name	Repolu Koti Eeswari
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	15,500/-		
Remarks			
Contact date	06-12-2023	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	11-12-2023
Outcome of call	: He said he would pay on the 11th Dec, 2023.		
Contact date	13-12-2023	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	19-12-2023
Outcome of call	: out of total due; 15,500/- in this month, the customer transferred Rs. 5,625.		
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	
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 3 months. 2. Fill in every row once in a month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by administrative staff.