

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

Unit No.	Villa No. 39	Owner Name	Miryala Nagamani
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other		
Current MMC	14040/-		
Remarks			

Contact date	06-10-2023	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	12-10-2023
Outcome of call	: customer said presently I am in tour. customer said, I will pay the amount next week.		

Contact date	13-10-2023	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	30-10-2023
Outcome of call	: customer said would pay the amount by November 5th 2023.		

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 1 month. 2. Contact each customer in each row once in a month - before 1st Saturday of succeeding month. 3. 1 contact to be made under 1 week.