

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

Unit No.	villa No. 31		Owner Name	S. Rambabu
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	9375			
Remarks				
Contact date	04-07-2023		Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
Arrears on call dt			Next follow-up dt	19-07-2023
Outcome of call	customer said will pay the amount within 2 weeks			
Contact date	20-07-2023		Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
			Next follow-up dt	30-07-2023
Outcome of call	customer said will pay the amount by this month end.			
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 2 months. 2. CR to review and collect regularly. 3. Logbook to be maintained by admin officer at site each row once in a month - before 1st Saturday of succeeding month.