

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

|                    |                                                                                                                                              |                   |                                                                                                                                           |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Unit No.           | Villa No. 32                                                                                                                                 | Owner Name        | Boora Sriniraya Ramarajan                                                                                                                 |
| Occupied by        | <input type="checkbox"/> owner <input checked="" type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other |                   |                                                                                                                                           |
| Current MMC        | 10530                                                                                                                                        |                   |                                                                                                                                           |
| Remarks            |                                                                                                                                              |                   |                                                                                                                                           |
| Contact date       | 05-08-2023                                                                                                                                   | Contact type      | <input type="checkbox"/> Phone <input checked="" type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note |
| Arrears on call dt |                                                                                                                                              | Next follow-up dt | 14-08-2023                                                                                                                                |
| Outcome of call    | customer said they will pay next week.                                                                                                       |                   |                                                                                                                                           |
| Contact date       | 15-08-2023                                                                                                                                   | Contact type      | <input checked="" type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note |
|                    |                                                                                                                                              | Next follow-up dt | 27-08-2023.                                                                                                                               |
| Outcome of call    | customer <del>pay</del> transfer the amount Rs. 3510/-                                                                                       |                   |                                                                                                                                           |
| Contact date       |                                                                                                                                              | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note            |
|                    |                                                                                                                                              | Next follow-up dt |                                                                                                                                           |
| Outcome of call    |                                                                                                                                              |                   |                                                                                                                                           |
| Contact date       |                                                                                                                                              | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note            |
|                    |                                                                                                                                              | Next follow-up dt |                                                                                                                                           |
| Outcome of call    |                                                                                                                                              |                   |                                                                                                                                           |
| Contact date       |                                                                                                                                              | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note            |
|                    |                                                                                                                                              | Next follow-up dt |                                                                                                                                           |
| Outcome of call    |                                                                                                                                              |                   |                                                                                                                                           |
| Contact date       |                                                                                                                                              | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> Email <input type="checkbox"/> note            |
|                    |                                                                                                                                              | Next follow-up dt |                                                                                                                                           |
| Outcome of call    |                                                                                                                                              |                   |                                                                                                                                           |

Note: 1. Use one page for every customer with MMC arrears of more than 3 months. 2. This logbook is to be filled up each row once in a month - before 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Accounts Officer.