

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

Unit No.	Villa No. 55	Owner Name	Indrasanti Rajesh
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	66,690		
Remarks			
Contact date	06-06-24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call : The customer is not staying on site and also not responding calls and messages.			
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			
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 counter sign at end of each row once in a month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by admin officer at site.