

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

Unit No.	Villa No.6	Owner Name	Ch. Gopinath.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	84,350		
Remarks			
Contact date	06/10/2024	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	14/10/2024
Outcome of call	customer said, he would pay the amount by next week.		
Contact date	16/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/2024
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 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.

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Unit No.	07	Owner Name	SunP15g
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	38850/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	10/10/24
Outcome of call	Customer said I will pay the amount 2 to 3 day.		
Contact date	15/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	20/10/24
Outcome of call	Customer said I will pay the amount this week end.		
Contact date	22/10/24, Customer	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24
Outcome of call	Customer said I will pay the amount month ending.		
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			

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Unit No.	Villa No. 9		Owner Name	J. Srinivas Reddy.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	18,750/-			
Remarks				
Contact date	03/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
Arrears on call dt		Next follow-up dt	05/10/24.	
Outcome of call	Customer said I will pay the amount 5 to 6 day's.			
Contact date	09/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	15/10/24	
Outcome of call	Customer said I will pay this weeks end.			
Contact date	20/10/24.	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice	
		Next follow-up dt	29/10/24	
Outcome of call	Customer said I will pay the amount in 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				

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Unit No.	21	Owner Name	B. Ramadevi
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	9575/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	04/10/24
Outcome of call	customer said, he would pay the amount within 3 to 4 days		
Contact date	05/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	07/10/24
Outcome of call	customer said, pay the amount within 1 or 2 days.		
Contact date	07/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	22/10/24
Outcome of call	customer paid the amount of Rs. 2000/-		
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			

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Unit No.	Villa No. 29	Owner Name	N. Chaithanya
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC			
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	09/10/24
Outcome of call	customer said, would pay the amount by next week.		
Contact date	10/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	25/10/24
Outcome of call	customer said, am in presently out of station.		
Contact date	27/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	31/10/24
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			

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Unit No.	31	Owner Name	Rambabu. &
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	28125/-		
Remarks			
Contact date	01/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24
Outcome of call	Customer said I will pay 2 to 3 days		
Contact date	07/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	10/10/24
Outcome of call	Customer said I will pay the Amount with 10 days.		
Contact date	15/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24
Outcome of call	Customer said I will pay the Amount 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			

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Unit No.	33	Owner Name	Joyalinthanga pushpan
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	28125/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24
Outcome of call	Customer said I will pay the 2 to 3 days.		
Contact date	10/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	15/10/24
Outcome of call	Customer said I will pay the amount in this week end.		
Contact date	22/10/24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	20/10/24
Outcome of call	Customer not available at home.		
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			

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Unit No.	Villa No. 34	Owner Name	Narendra .T
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	28,125/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	15/10/24
Outcome of call	customer not available at site.		
	customer said will pay the within 2 to 3 weeks.		
Contact date	17/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	31/10/24
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			

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Unit No.	40.	Owner Name	Manjivani N.
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	31590/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24
Outcome of call	Customer said I will pay the amount with 5 days.		
Contact date	06/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	15/10/24
Outcome of call	Customer said I will pay the amount with 6 days.		
Contact date	20/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24
Outcome of call	Customer said I will pay the amount 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			

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Unit No.	55	Owner Name	Rajesh. I.
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other		
Current MMC	80730/-		
Remarks			
Contact date	01/10/24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call	Customer not responding in 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			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call			

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Unit No.	Villa No. 47		Owner Name	Shambasira Rao.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	24,570			
Remarks				
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice	
Arrears on call dt		Next follow-up dt	18/10/24	
Outcome of call	customer said, presently sum in out of station			
Contact date	16/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	18/10/24	
Outcome of call	customer said, will pay the within 160 2 days.			
Contact date	17/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	30/10/24	
Outcome of call	customer paid the amount Rs. 10,530 and said that total due clear by this			
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				

month end.

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Unit No.	56.	Owner Name	Nareendra.T.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	18750/-		
Remarks			
Contact date	01/10/24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	5/10/24
Outcome of call	Customer Said. I will pay the Amount with in two days.		
Contact date	06/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	16/10/24
Outcome of call	Customer Said I will pay the Amount - this week End.		
Contact date	20/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24
Outcome of call	Customer Said I will pay the Amount - this 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			

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Unit No.	Villa No. 57		Owner Name	K. Gopinath
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	35,625/-			
Remarks				
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice	
Arrears on call dt		Next follow-up dt	10/10/24	
Outcome of call	customer said, he would pay the amount by next week.			
Contact date	11/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	15/10/24	
Outcome of call	customer said, will pay the amount in 2 to 5 days.			
Contact date	17/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	30/10/24	
Outcome of call	customer paid the amount: Rs 15,000 with said that clear the due amount within 2 to 3 weeks.			
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				

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Unit No.	60	Owner Name	K. Srinivas
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	18866 /-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24
Outcome of call	Customer said I will pay the amount with in 2 days		
Contact date	10/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	15/10/24
Outcome of call	Customer said I will pay the amount with 10 days		
Contact date	25/10/24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24
Outcome of call	Customer said I will pay the amount in 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			

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Unit No.	66	Owner Name	M. Arida.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	35100/-		
Remarks			
Contact date	01/10/24.	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24.
Outcome of call	Customer said I will pay the amount with 20 days		
Contact date	06/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	15/10/24.
Outcome of call	Customer said I will pay the amount in 15 days were end.		
Contact date	20/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24.
Outcome of call	Customer said I will pay the amount in 15 days were 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			

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Unit No.	Villa No. 77		Owner Name	Mali Vijay.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	22,500			
Remarks				
Contact date	01/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
Arrears on call dt		Next follow-up dt	08/10/24	
Outcome of call	customer will pay the amount within 2 to 3 days -			
Contact date	06/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice	
		Next follow-up dt	21/10/24	
Outcome of call	customer paid on dt. 02/10/24			
Contact date		Contact type	☐ Phone ☐ in person ☐ Email ☐ notice	
		Next follow-up dt		
Outcome of call	Rs. 5,000. and he said that clear the all dues 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				

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Unit No.	68	Owner Name	Krishnaveni
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	31060/-		
Remarks			
Contact date	09/10/24.	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	06/10/24.
Outcome of call			
Customer said I will pay the Amount with 10 days.			
Contact date	09/10/24.	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	20/10/24.
Outcome of call			
Customer said I will pay the Amount with 12 days.			
Contact date	25/10/24.	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
		Next follow-up dt	30/10/24.
Outcome of call			
Customer said I will pay the Amount with 15 days 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			

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Unit No.	Villa No. 78	Owner Name	M. Srinivas Reddy.
Occupied by	☒ owner ☒ tenant ☐ unoccupied ☐ other		
Current MMC	18,750/-		
Remarks			
Contact date	01/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	04/10/24
Outcome of call			
customer said, he would pay the amount within 1 to 2 days.			
Contact date	05/10/24	Contact type	☐ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call			
customer paid the amount 02/10/24			
Rs. 16,875/-			
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.

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

Unit No.	Villa No. 87		Owner Name	Mr. S. Shanth Reddy.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other			
Current MMC	18,750/-			
Remarks				
Contact date	01/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
Arrears on call dt		Next follow-up dt	03/10/24	
Outcome of call	customer said, will pay the amount 3 to 4 days.			
Contact date	05/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice	
		Next follow-up dt	30/10/24	
Outcome of call	customer paid the amount on dt. 05/10/24 Rs. 4,000, due will clear by this monthend.			
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.

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

Unit No.	Villa No. 90	Owner Name	Kota John
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other		
Current MMC	21,060		
Remarks			
Contact date	01/10/24	Contact type	☐ Phone ☒ in person ☐ Email ☐ notice
Arrears on call dt		Next follow-up dt	05/10/24
Outcome of call customer said will pay the			
within 2 to 3 days.			
Contact date	06/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	10/10/24
Outcome of call customer said, he would pay the			
amount by 3 to 4 days.			
Contact date	10/10/24	Contact type	☒ Phone ☐ in person ☐ Email ☐ notice
		Next follow-up dt	
Outcome of call he paid the amount : 21,060/-			
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 ant end of each row once in a month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by admin officer at site.