

Monthly Maintenance Charges Collections - Log Book
Hyderabad

Unit no.	A-301		Owner name	Varshalishasma
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:			
Current MMC	31,723/-			
Remarks				
Contact date	24/08/2025	Contact type	☒ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt	04/03/2025	
Outcome of call:	She will arrange at the starting of March month			
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 Collections Log Book
Hyderabad

Unit no.	A-304	Owner name	Sai Raghu Ram
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	4,288/-		
Remarks			
Contact date	24/02/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	04/03/2025
Outcome of call:	they will pay 1st week of March		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 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 Collections Log Book
Hyderabad.

Unit no.	A-305		Owner name	Sasmita Nanda
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:			
Current MMC	3,785/-			
Remarks				
Contact date	04/08/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt	04/03/2025	
Outcome of call:	At starting of March Month			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 risk once in a month - before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

Monthly Maintenance Charges Collections Log Book
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Unit no.	A-317			Owner name	Vishal Nishka		
Occupied by	☒ owner ☐ tenant			☐ unoccupied ☐ other:			
Current MMC	84,313						
Remarks							
Contact date	04/02/2025		Contact type	☒ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt	04/03/2025			
Outcome of call:	they will arrange and pay March Month						
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							
Contact date			Contact type	☐ Phone ☐ in person ☐ email ☐ notice			
Arrears on call dt			Next follow-up dt				
Outcome of call:							

Notes: 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 case in a month - before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

Monthly Maintenance Charges Collections Log Book
Hyderabad

Unit no.	A-402		Owner name	Shah-e-Muzaffar
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:			
Current MMC	13,513/-			
Remarks				
Contact date	20/02/2025	Contact type	☐ Phone ☒ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt	04/03/2025	
Outcome of call:	At the march 2nd week			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 - Collections - Log Book
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Unit no.			
Occupied by	A-515	Owner name	Venkata Raman
Current MMC	48,624/-	☒ owner ☐ tenant ☐ unoccupied ☐ other:	messy
Remarks			
Contact date	20/08/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	05/03/2025
Outcome of call:	They will discuss with management they will pay		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 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 run once in 2 month - before 1st Saturday of succeeding month. 3. Log book to be maintained by Admin officer at site.

Monthly Maintenance Charges Collections Log Book
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Unit no.	A-516		Owner name	Ram Singh
Occupied by	☒ owner ☐ tenant	☐ unoccupied ☐ other:		
Current MMC	19,449/-			
Remarks				

Contact date	20/03/2025	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	04/03/2025
Outcome of call:	Month 1st week they will pay		

Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 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 Collections Log Book
Hyderabad

Unit no.	A-609			Owner name	Saxada
Occupied by	☒ owner ☐ tenant	☐ unoccupied ☐ other:			
Current MMC					
Remarks	81,436				
Contact date	20/02/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt	04/03/2025		
Outcome of call:	They will pay at March 2nd week				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					

Notes: 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 Collections - Log Book
Hyderabad.

Unit no.	A-605		Owner name	Preethi Prasad
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:			
Current MMC				
Remarks				
Contact date	20/03/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt	09/03/2025	
Outcome of call:	At Feb ending they will pay.			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 Collections - Log Book
Hyderabad.

Unit no.	B-110	Owner name	Gargathi
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	8,564/-		
Remarks			
Contact date	19/02/2025	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	01/03/2025
Outcome of call:	Deb ending they will pay		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 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 Collections - Log Book
Hyderabad

Unit no.	B-112		Owner name	Piyush Kumar
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:			
Current MMC				
Remarks	8,598/-			
Contact date	20/09/2025	Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:	They will arrange and they will pay by Next 1st			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 - Collections - Log Book
Hyderabad

Unit no.	B-307	Owner name	Jennifers Dem
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	18,866/-		
Remarks			
Contact date	20/02/2025	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	04/03/2025
Outcome of call:	Beg March 1st week.		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 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 Collections Log Book
Hyderabad

Unit no.	B-513		Owner name	Tabitha p sem kora	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other				
Current MMC	15,250/-				
Remarks					
Contact date	20/08/2025	Contact type	☐ Phone ☒ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt	04/03/2025		
Outcome of call:	At 28th feb month				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					

Notes: 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 Collections Log Book
Hyderabad

Unit no.	A-610			Owner name	Kamlesh Sharma
Occupied by	☒ owner ☐ tenant	☐ unoccupied ☐ other:			
Current MMC	18,863/-				
Remarks					
Contact date	19/02/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt	03/03/2025		
Outcome of call:	March 1st they will pay				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					

Notes: 1. Use this 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 - Collections - Log Book
Hyderabad.

Unit no.	B-613		Owner name	Angad Singh ND
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:			
Current MMC	10,500/-			
Remarks	10,500/-			
Contact date	20/02/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:	They will arrange and they will pay			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice	
Arrears on call dt		Next follow-up dt		
Outcome of call:				

Notes: 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 Collections Log Book
Hyderabad

Unit no.	B-706			Owner name	Susai Pandey
Occupied by	☒ owner ☐ tenant	☐ unoccupied ☐ other:			
Current MMC	17,158/-				
Remarks					
Contact date	00/02/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt	04/03/2025		
Outcome of call:	Feb ending they will pay				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					

Notes: 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 month - before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

Monthly Maintenance Charges Collections Log Book

Unit no.	B-713			Owner name	Anand Kumar
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other				
Current MMC	24,399/-				
Remarks					
Contact date	19/08/2025	Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt	04/03/2025		
Outcome of call:	they will arrange and pay				
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt		Next follow-up dt			
Outcome of call:					

Notes: 1. Use one page for every customer with MMC arrears of more than 1 month. 2. CR to review and counter sign at end of each month - before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.