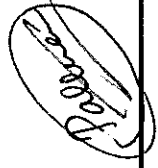


Dear Sir,

MMC report of Paramount Avenue



Saturday, 26 May 2018, 11:16 am

To: sohammodi@modiproperties.com
From: padmanabha@modiproperties.com
Cc: narendrereddy@modiproperties.com, Sirish
<shirish@modiproperties.com>

We have completed the verification of log book of MMC charges(as on May'18) and following are the conclusions. These observations are discussed with the admin manager (Mr.Narender Reddy).

1. The log book of MMC is maintained with sixteen customers as on 25/5/18. The tracking of follow-up details are noted / maintained properly.
2. It is suggested a few additions in this format such as customer cell number, months of dues, cheque details etc. These additions may help for easy follow-up.
3. It is understood during discussion, that so far, no notice is sent to any customer for due MMCs, except personal follow-up.
4. During verification, it is noticed that, the following flats need attention for sending the notice.
 - a) Flat-206 due amount is Rs. 29.3k
 - b) Flat-302 due amount is RS 16.5k
 - c) Flat-504 due amount is 20.2k

The above three cases may be checked individually with the competent authority for further action.

Regards,
Padmanabh
Sent from Yahoo Mail on Android