

Monthly Maintenance Charges – Collections – Log Book
AVR Gulmohar Homes Owners Association, Miryalaguda, Hyderabad.

Unit no.		Owner name	
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC			
Remarks			
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	
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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