

Monthly Maintenance Charges – Collections – Log Book
Serene Clubs & Resorts LLP, Sy. No. 44, Yenkapally, Chevella

Unit no.	17	Owner name	Vidushi Kaushik
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	N/A		
Remarks	MMC Starts from 01-01-2023		

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

Notes: 1. Use one page for every customer with MIMC 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.	18	Owner name	V.S. Kishan Raj
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Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
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Current MMC	Nil		
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Remarks	Waiver upto 01-12-22 (as) MMC starts from		
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	01-01-23		
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Contact date	Contact type	☐ Phone ☐ in person ☐ email	Next follow-up dt		Outcome of call:

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

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

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

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

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

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

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

Arrears on call dt		Next follow-up dt		Outcome of call:

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Unit no.	23	Owner name	Mrs. Madhulika Jagoria
Occupied by	☐ owner ☐ tenant ☒ unoccupied ☐ other:		
Current MMC	3800/-		
Remarks	Villa not handed over		

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

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Unit no.	84	Owner name	M. Madhura
Occupied by	☐ owner ☐ tenant ☒ unoccupied ☐ other:		
Current MMC	14,600/-		
Remarks			

Contact date	18/02/2021	Contact type	☐ Phone ☐ in person ☒ email
Arrears on call dt	14,600/-	Next follow-up dt	
Outcome of call: He said he will be coming in a couple of weeks.			
Contact date		Contact type	☐ Phone ☐ in person ☐ email
Arrears on call dt		Next follow-up dt	

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

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

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

Outcome of call:			
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Monthly Maintenance Charges – Log Book
Serene Clubs & Resorts LLP, Sy. No. 44, Venkapally, Chevella

Vasalakshmi. ManiKonda

Unit no.	26	Owner name	
Occupied by	☒ Owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	14,600/-		
Remarks			

Contact date	17/02/2021	Contact type	☒ Phone ☐ in person ☐ email
Arrears on call dt	14,600/-	Next follow-up dt	01/03/2021
Outcome of call:			
Customer saying that he paid a cheque of MMC advance for 6 months			

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

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

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

Outcome of call:			
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Unit no.	31 & 33	Owner name	T. Wasi Ravindra Kumar
Occupied by	☐ owner ☐ tenant ☒ unoccupied ☐ other:		
Current MMC	Nil		
Remarks	MMC Starts from 01-09-23 2) ONE ACRE Farm House		

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

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Unit no.	Owner name	K. Murali
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:	
Current MMC	MIT	
Remarks	MMC Starts from 01-01-2023	

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

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Unit no.	44	Owner name	Mrs. Himanshu K...
Occupied by	☒ Owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	N/A		
Remarks	MMC Starts from 01-04-2023		

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

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Unit no.	47	Owner name	T. Saraswathi
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	Nil		
Remarks	MMC starts from 01-09-2023		

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

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