

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 03                                                                                                                                            | Owner name        | T. prajayanti. vari                                                                                                                 |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months.                                                                                                                |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 04                                                                                                                                            | Owner name        | T.A.S prasad                                                                                                                        |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance paid for 6 months                                                                                                                     |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 05                                                                                                                                            | Owner name        | Shyam Vyas                                                                                                                          |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months.                                                                                                                |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 08                                                                                                                                            | Owner name        | Lakshmi Nayya                                                                                                                       |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months                                                                                                                 |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 09                                                                                                                                            | Owner name        | N. Himabindu                                                                                                                        |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months                                                                                                                 |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 10                                                                                                                                            | Owner name        | K. Ranjith                                                                                                                          |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months                                                                                                                 |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 11                                                                                                                                            | Owner name        | Sri lakshmi                                                                                                                         |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | N/A                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance paid for 6 months.                                                                                                                    |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 17                                                                                                                                            | Owner name        | Vidushi Kaushik                                                                                                                     |
| Occupied by        | <input checked="" type="checkbox"/> Owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | N/A                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | MMC Starts from 01-01-2023                                                                                                                    |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 18                                                                                                                                            | Owner name        | V.S. Kishan Raj                                                                                                                     |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Waiver upto 01-12-22 (or) MMC starts from 01-01-23                                                                                            |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 19                                                                                                                                            | Owner name        | Ramesh reddy                                                                                                                        |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Paid 21,000/- as advance MMC                                                                                                                  |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 27                                                                                                                                            | Owner name        | Sri. Sudhakar                                                                                                                       |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Ni                                                                                                                                            |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months.                                                                                                                |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 28                                                                                                                                            | Owner name        | G. Shraavan Kumar                                                                                                                   |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | N/A                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months.                                                                                                                |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 29                                                                                                                                            | Owner name        | D. Bhargavi                                                                                                                         |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months                                                                                                                 |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 30                                                                                                                                            | Owner name        | Sudha bala                                                                                                                          |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | Advance MMC paid for 6 months                                                                                                                 |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 31 & 33                                                                                                                                       | Owner name        | Tiwari<br>Ravindra Kumari                                                                                                           |
| Occupied by        | <input type="checkbox"/> owner <input type="checkbox"/> tenant <input checked="" type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | 1) MMC Starts from 01-09-23<br>2) ONE ACRE Farm House                                                                                         |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
|                    |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 34                                                                                                                                            | Owner name        | G. Vikram                                                                                                                           |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | They paid 21,000/- as advance.                                                                                                                |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 37                                                                                                                                            | Owner name        | K. Murali                                                                                                                           |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | MMC Starts from 01-01-2023                                                                                                                    |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> 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 1<sup>st</sup> Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 40                                                                                                                                            | Owner name        | Asha Latkar                                                                                                                         |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | They Paid 21,000/- as advance MMC                                                                                                             |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 44                                                                                                                                            | Owner name        | Mrs. Himanshu Kapoor                                                                                                                |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | MMC Starts from 01-04-2023                                                                                                                    |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |

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

|                    |                                                                                                                                               |                   |                                                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Unit no.           | 47                                                                                                                                            | Owner name        | T. Saraswathi                                                                                                                       |
| Occupied by        | <input checked="" type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> unoccupied <input type="checkbox"/> other: |                   |                                                                                                                                     |
| Current MMC        | Nil                                                                                                                                           |                   |                                                                                                                                     |
| Remarks            | MMC starts from 01-09-2023                                                                                                                    |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |
| Contact date       |                                                                                                                                               | Contact type      | <input type="checkbox"/> Phone <input type="checkbox"/> in person <input type="checkbox"/> email<br><input type="checkbox"/> notice |
| Arrears on call dt |                                                                                                                                               | Next follow-up dt |                                                                                                                                     |
| Outcome of call:   |                                                                                                                                               |                   |                                                                                                                                     |

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