

[SOCIETY NAME]

Registration No. _____ · [Registered address]

NOTICE OF MAINTENANCE DUES

NOTICE NO.

DATE OF NOTICE

FLAT / UNIT NO.

WING / BLOCK

NAME OF MEMBER / OWNER

CORRESPONDENCE ADDRESS

AMOUNT DUE

Billing period

Invoice / bill no.

Principal maintenance due

Rs.

Interest / late fee (as per bye-laws)

Rs.

Arrears carried forward

Rs.

TOTAL PAYABLE**Rs.**

PAYMENT DUE ON OR BEFORE

ACCEPTED PAYMENT MODES

NOTICE

You are requested to clear the amount shown above on or before the due date. If payment has already been made, kindly ignore this notice and share the payment reference with the committee so our records can be updated.

Should the dues remain unpaid after the due date, the society may levy interest and take further steps available to it under its registered bye-laws and the applicable co-operative societies act. This notice is issued under the authority of the managing committee.

ISSUED BY

NAME AND DESIGNATION

CONTACT NUMBER / EMAIL

SIGNATURE / SOCIETY SEAL

Before you send this notice

This template is a starting point, not legal advice. Your registered bye-laws decide the interest rate, the notice period and how a notice must be served — check them, and have the committee approve the wording before the first notice goes out.

- **Fill every field**

A notice missing the flat number, period or amount is easy to dispute.

- **State the interest basis**

Quote the bye-law clause and the rate, not only a rupee figure.

- **Separate arrears from the current bill**

Members settle faster when they can see which period each amount belongs to.

- **Keep proof of service**

Note the date and mode of delivery. In-app or email with a delivery log is increasingly accepted alongside post.

- **Give a way to respond**

Include a contact so a member who has already paid can correct the record quickly.

Stop typing these one at a time

Plinth raises the bill, tracks who has paid, and sends the reminder and the overdue notice from that data — with a delivery log against each flat. No mail-merge, no spreadsheet of arrears.

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