

Monthly Maintenance Charges – Collections – Log Book
Silver Oak Villas Owners Association, Cherlapally, Hyderabad.

Unit no.	157	Owner name	Johasapuram Rafiq
Occupied by	☒ owner ☐ tenant ☒ unoccupied ☐ other:		
Current MMC	4,080/-		
Remarks	not staying		
Contact date	02/2/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	19,890/-	Next follow-up dt	10/2/24
Outcome of call:	Require some time		
Contact date	12/2/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	19,890/-	Next follow-up dt	
Outcome of call:	Ask 03 days time		
Contact date	12/2/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	19,890/-	Next follow-up dt	
Outcome of call:	payed as per 2/r		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ 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 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.