

Monthly Maintenance Charges Collections – Log Book
Hyderabad.

Unit no.	108	Owner name	pradeep Mashetti
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	20,400/-		
Remarks	They want to pay 1.5/- sft base		
Contact date	24/5/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	20,400/-	Next follow-up dt	next month
Outcome of call:			
Contact date	04/6/2024	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	20,400/-	Next follow-up dt	next week
Outcome of call:	pay by next week		
Contact date	04/6/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	20,400/-	Next follow-up dt	
Outcome of call:	not wring		
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.

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Silver Oak Villas Owners Association, Cherlapally, Hyderabad.

Unit no.	149	Owner name	Siri Kethu
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	31,620/-		
Remarks	They want to pay for 1.5/- sft. only		
Contact date	02/5/24	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	31,620/-	Next follow-up dt	10/5/24
Outcome of call:	pay by next week		
Contact date	10/5/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	31,620/-	Next follow-up dt	01/6/24
Outcome of call:	pay by next week		
Contact date	30/5/24	Contact type	☒ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	31,620/-	Next follow-up dt	01/6/24
Outcome of call:	pay by 01/6/24		
Contact date	01/6/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	31,620/-	Next follow-up dt	
Outcome of call:	payed as per 1.5/- sft		
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 month. 3. Logbook to be maintained by Admin officer at site.