

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	01/7/24
Outcome of call:	not wring		
Contact date	02/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	20,400/-	Next follow-up dt	
Outcome of call:	Next week		
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.

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

Unit no.	149	Owner name	Sir 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	paid	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:			

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Unit no.	115	Owner name	S. Ram nohan Rao
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	4,080/-		
Remarks	Tenants will pay the mmc		
Contact date	05/3/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	Next follow-up dt	15/3/24
Outcome of call:	pay-by require 10 days time		
Contact date	15/3/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	Next follow-up dt	18/3/24
Outcome of call:	out of station		
Contact date	18/3/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	Next follow-up dt	-
Outcome of call:	payed		
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:			

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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	paid	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:			

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Unit no.	47	Owner name	Pandu.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	4,080/-		
Remarks	Some complaints at villa object to pay mmc		
Contact date	01/12/23	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	10/12/23
Outcome of call:	Required some fine		
Contact date	12/12/23	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	
Outcome of call:	payed as per 1.5/-		
Contact date	04/6/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	
Outcome of call:	one month		
Contact date	01/7/24	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	
Outcome of call:	next week		
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:			

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Unit no.	59	Owner name	Mr. Kiron Kumar
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	4,080/-		
Remarks	Tenant will pay the mmc		
Contact date	5/4/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26,560/-	Next follow-up dt	10/4/24
Outcome of call:	Require some time		
Contact date	10/4/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26,560/-	Next follow-up dt	20/4/24
Outcome of call:	Some technical issue		
Contact date	22/4/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26,560/-	Next follow-up dt	—
Outcome of call:	payed		
Contact date	payed	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:			

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