

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

Unit no.	110	Owner name	Hussain mohammed
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other: -		
Current MMC	28560/-		
Remarks	←		
Contact date	10/4/25	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	28560	Next follow up dt	15/4/25
Outcome of call:	Complaints		
Contact date	15/4/25	Contact type	☒ Phone ☒ in person ☐ email ☒ notice
Arrears on call dt	28560/-	Next follow up dt	~
Outcome of call:	notice send		
Contact date	17/4/25	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	28560/-	Next follow up dt	
Outcome of call:	paid		
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 1 month. 2. Review and counter sign at end of each row once in a month – before 1st Saturday of succeeding month. 3. Log Book to be reviewed by Admin officer at site.

Monthly Maintenance Charges – Collection Book
Silver Oak Villas Owners Association – Hyderabad.

Unit no.	153	Owner	TTWARI
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	18360		
Remarks			
Contact date	10/4/25	Contact by	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	18360	Next follow-up dt	15/4/25
Outcome of call:	not answered		
Contact date	15/4/25	Contact by	☒ Phone ☐ in person ☐ email ☒ notice
Arrears on call dt	18360/-	Next follow-up dt	
Outcome of call:	paid		
Contact date		Contact by	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact by	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact by	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact by	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact by	☐ 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. Call to review and counter sign at end of each row once in a month – before 1st Saturday of succeeding month. 3. If not call to be reviewed by Admin officer at site.

Monthly Maintenance Charge Book
Silver Oak Villas Owners Association, Hyderabad.

Unit no.	164	Owner name	Naga Sai
Occupied by	☒ owner ☐ tenant	Signature: _____	
Current MMC	15300		
Remarks	-		
Contact date	10/4/25	Contact mode	☒ phone ☐ in person ☐ ☐ email ☐ notice
Arrears on call dt	15300	No. of calls	12/4/25
Outcome of call:	Not responding		
Contact date	12/4/25	Contact mode	☐ phone ☐ in person ☐ ☐ email ☒ notice
Arrears on call dt	15300/-	No. of calls	20/4/25
Outcome of call:	paid by next week		
Contact date	20/4/25	Contact mode	☐ phone ☒ in person ☐ ☐ email ☐ notice
Arrears on call dt	15300/-	No. of calls	
Outcome of call:	paid		
Contact date		Contact mode	☐ phone ☐ in person ☐ ☐ email ☐ notice
Arrears on call dt		No. of calls	
Outcome of call:			
Contact date		Contact mode	☐ phone ☐ in person ☐ ☐ email ☐ notice
Arrears on call dt		No. of calls	
Outcome of call:			
Contact date		Contact mode	☐ phone ☐ in person ☐ ☐ email ☐ notice
Arrears on call dt		No. of calls	
Outcome of call:			

Notes: 1. Use one page for every customer with MMC arrears. Each row once in a month – before 1st Saturday of succeeding month.

Review and counter sign at end of month and signed by Admin officer at site.