

Monthly Maintenance Ch.
Silver Oak Villas Owners As

Collection Book
in Hyderabad.

Sanjeev Reddy
Balarao

Unit no.	95	Occupied by	owner ☒ tenant ☒	Method of collection	other:
Current MMC	-15300/-	Remarks	As per 15/-		
Contact date	5/6/25	Arrears on call dt	15300/-	Outcome of call:	After 15 day
Contact date	21/6/25	Arrears on call dt	15300/-	Outcome of call:	Month end 30/6/25
Contact date	30/6/25	Arrears on call dt	15300/-	Outcome of call:	2 day
Contact date	3/7/25	Arrears on call dt	15300/-	Outcome of call:	paid
Contact date		Arrears on call dt		Outcome of call:	
Contact date		Arrears on call dt		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 by Admin officer at site.

Monthly Maintenance Charge Collection - Log Book
Silver Oak Villas Owners Association, Cherlapally, Hyderabad.

Unit no.	139		Vishal Bharath
Occupied by	☒ owner ☐ tenant		
Current MMC	15300/-		
Remarks	As per 1.5/-		
Contact date	5/6/25		☒ none ☐ in person ☐ notice
Arrears on call dt	15300/-		
Outcome of call:	15/6/25		
Contact date	15/6/25		☒ none ☐ in person ☐ notice
Arrears on call dt	15300/-		
Outcome of call:	month end 30/6/25		
Contact date	30/6/25		☒ none ☐ in person ☐ notice
Arrears on call dt	15300/-		
Outcome of call:	paid		
Contact date			☐ none ☐ in person ☐ notice
Arrears on call dt			
Outcome of call:			
Contact date			Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt			
Outcome of call:			
Contact date			Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt			
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

to review and counter sign at end of
trained by Admin officer at site.

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

Unit no.	137	Owner	Vijay Kiran
Occupied by	☐ owner ☒ tenant ☐ unoccupied	Other:	
Current MMC	16320/-		
Remarks	QIS per 2/-		
Contact date	5/6/25	Contact type	☒ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt	16320/-	Next due date	
Outcome of call:	15/6/25		
Contact date	15/6/25	Contact type	☒ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt	16320/-	Next due date	
Outcome of call:	25/6/25 paid		
Contact date	26/6/25	Contact type	☒ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt	12,240/-	Next due date	
Outcome of call:	paid		
Contact date		Contact type	☐ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt		Next due date	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt		Next due date	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt		Next due date	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ mail ☐ notice
Arrears on call dt		Next due date	
Outcome of call:			

Notes: 1. Use one page for every customer with MMC arrears. 2. Review and counter sign at end of each row once in a month – before 1st Saturday of succeeding month. 3. To be signed by Admin officer at site.