

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

Unit No.	43	Owner Name	Abdul Rohim
Occupied by	☒ owner ☒ tenant	Occupied since	
Current MMC	312200/-		
Remarks	AS per 1.5/- 22400		
Contact date	01/8/25	Mode of contact	☒ phone ☐ in person ☐ notice
Arrears on call dt	42200/-	Follow-up dt	10/8/25
Outcome of call:	Tenant problem		
Contact date	10/8/25	Mode of contact	☒ phone ☐ in person ☐ notice
Arrears on call dt	42200/-	Follow-up dt	30/8/25
Outcome of call:	Tenant Issue (notice issued)		
Contact date		Mode of contact	☐ phone ☐ in person ☐ notice
Arrears on call dt		Follow-up dt	
Outcome of call:			
Contact date		Mode of contact	☐ phone ☐ in person ☐ notice
Arrears on call dt		Follow-up dt	
Outcome of call:			
Contact date		Mode of contact	☐ phone ☐ in person ☐ notice
Arrears on call dt		Follow-up dt	
Outcome of call:			
Contact date		Mode of contact	☐ phone ☐ in person ☐ notice
Arrears on call dt		Follow-up dt	
Outcome of call:			

Notes: 1. Fill one page for every customer with MMC arrears on call date in a month – before 1st Saturday of succeeding month.

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

Monthly Maintenance Call Sheet
Silver Oak Villas Owners Association

Unit no.	24	Rusatha	
Occupied by	☒ owner ☐ tenant		
Current MMC	15300/-		
Remarks	Will pay 20/8/25		
Contact date	01/8/25	☒ Phone ☐ in person ☐	
Arrears on call dt	15300/-	☐ notice	
Outcome of call:	15300/- will pay 20/8/25	01/8/25	
Contact date	20/8/25	☐ Phone ☐ in person ☐	
Arrears on call dt	15300/-	☐ notice	
Outcome of call:	Notice issued		
Contact date		☐ Phone ☐ in person ☐	
Arrears on call dt		☐ notice	
Outcome of call:			
Contact date		☐ Phone ☐ in person ☐	
Arrears on call dt		☐ notice	
Outcome of call:			
Contact date		☐ Phone ☐ in person ☐	
Arrears on call dt		☐ notice	
Outcome of call:			
Contact date		☐ Phone ☐ in person ☐	
Arrears on call dt		☐ notice	
Outcome of call:			
Contact date		☐ Phone ☐ in person ☐	
Arrears on call dt		☐ notice	
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 Collection - Log Book
Silver Oak Villas Owners Association, Hyderabad.

Unit no	135	Nasan Narendar	
Occupancy	☐ owner ☒ tenant		
Current MMC	28560/-		
Remarks	not occupied		
Contact date	11/8/25	☒ in person ☐ notice	
Arrears call dt	10/8/25		20/8/25
Outcome of call:	Complaint problem		
Contact date	20/8/25	☒ in person ☐ notice	
Arrears call dt	28560/-		
Outcome of call:	Notice issued		
Contact date		☐ in person ☐ notice	
Arrears call dt			
Outcome of call:			
Contact date		☐ in person ☐ notice	
Arrears call dt			
Outcome of call:			
Contact date		☐ in person ☐ notice	
Arrears call dt			
Outcome of call:			
Contact date		☐ in person ☐ notice	
Arrears call dt			
Outcome of call:			
Contact date		☐ in person ☐ notice	
Arrears call dt			
Outcome of call:			

Notes: 1. Page for every customer with MMC arrears month - before 1st Saturday of succeeding month.

2. Counter sign at end of month by site officer at site.

Monthly Maintenance Call
Silver Oak Villas Owners Association

Unit # _____
Owner/Manager Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Cell _____
Fax _____
E-mail _____

Unit #	90
Occupancy	☒ owner ☐ tenant
Current MMC	280.00
Remarks	Bank issue

Technician	Prabhavath
Service Type	
Service Date	

Contact Date	11/8/25
Arrearage Call dt	280.00
Outgoing Call:	payment issue at customer etc

Service Type	☒ Phone ☐ in person ☐ email ☐ notice
Service Date	20/8/25

Contact Date	20/8/25
Arrearage Call dt	280.00
Outgoing Call:	bank transfer request 20 days

Service Type	☒ Phone ☐ in person ☐ email ☐ notice
Service Date	10/9/25

Contact Date	
Arrearage Call dt	
Outgoing Call:	

Service Type	☐ Phone ☐ in person ☐ email ☐ notice
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Contact Date	
Arrearage Call dt	
Outgoing Call:	

Service Type	☐ in person ☐ notice
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Contact Date	
Arrearage Call dt	
Outgoing Call:	

Service Type	☐ in person ☐ notice
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Contact Date	
Arrearage Call dt	
Outgoing Call:	

Service Type	☐ in person ☐ notice
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Signature of technician at end of service
Signature of owner/manager at site.

Signature for every customer with MMC arrears