

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

Unit no.	04	Owner name	Prabhakar Ruddy
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	21,420/-		
Remarks			
Contact date	28/09/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420/-	Next follow-up dt	12/10/20.
Outcome of call:			
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420	Next follow-up dt	2 weeks - 27/10/20
Outcome of call:	he will pay next month.		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	9180	Next follow-up dt	18/3/2021
Outcome of call:	He will pay within 3 days.		
Contact date	3/4/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	9/4/21
Outcome of call:	he payed on 6/4/21.		
Contact date	10/6/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	15/06/21
Outcome of call:	he will pay next month.		
Contact date	05/07/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6120/-	Next follow-up dt	in three days
Outcome of call:	He will pay by next week.		

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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Unit no.	17	Owner name	Venka teshwara.
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	6,600		
Remarks			
Contact date	12/10/20	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	8,250/-	Next follow-up dt	27/10/20.
Outcome of call:	he will pay 2 month for this week.		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6600	Next follow-up dt	18/3/2021
Outcome of call:	He will pay within 3 days.		
Contact date	13/4/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8250.	Next follow-up dt	20/4/21.
Outcome of call:	he will pay within 10 days.		
Contact date	14/5/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	11,500.	Next follow-up dt	20/5/21.
Outcome of call:	customer is pay within a week.		
Contact date	07/07/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650/-	Next follow-up dt	10/07/2021.
Outcome of call:	Customer will pay in 3 days.		
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.	19	Owner name	Sankar kastek.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	10,525/-		
Remarks			
Contact date	20/9/20	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	10,525/-	Next follow-up dt	29/09/20
Outcome of call:	he will pay After 4 days.		
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	30/10/20
Outcome of call:	he will pay next week.		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060/-	Next follow-up dt	20/3/2021
Outcome of call:	He will pay next week.		
Contact date	10/6/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	15/7/21
Outcome of call:	Customer is out of station.		
Contact date	05/07/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6,120	Next follow-up dt	10/07/2021
Outcome of call:	Will pay in one week.		
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.	06	Owner name	P. Anandan
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other: -		
Current MMC	8.586/-		
Remarks			
Contact date	15/09/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8.586/-	Next follow-up dt	19/09/20
Outcome of call:	he give check upto march month.		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:	Now total amount cleared & paid up to		
Contact date	10/6/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	20/6/21
Outcome of call:	he will pay in next week.		
Contact date	04/07/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300/-	Next follow-up dt	06/07/2021
Outcome of call:	will pay in two days -		
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.	08	Owner name	Mr. Adarsh .
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	16,450		
Remarks			
Contact date	12/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	16,450	Next follow-up dt	20/12/2020
Outcome of call:	He will pay by 26/12/2020		
Contact date	27/12/2020	Contact type	☐ Phone ☐ in person ☐ email ☒ notice
Arrears on call dt	16,450	Next follow-up dt	4/01/2021
Outcome of call:	He will pay by Jan 10 - 2021		
Contact date	03/07/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300/-	Next follow-up dt	05/07/2021.
Outcome of call:	Will pay in a 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:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

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