

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

Unit no.	51.	Owner name	P. Saven Kumar
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC			
Remarks	4,950 customer pay pay in 3 days		
Contact date	15/06/21.	Contact type	☒ Phone ☐ in person ☐ ☐ email ☐ notice
Arrears on call dt	4,950.	Next follow-up dt	19/06/21.
Outcome of call:	customer 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:			
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:			
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.

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Unit no.		Owner name	K. Mamatha
Occupied by	01 ☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	4950/-		
Remarks	called to customer said he will pay in 3 days		
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	4950.	Next follow-up dt	5/9/21.
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:			
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:			
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.

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Unit no.	03.	Owner name	K. Sudash.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	13,150/-		
Remarks	Thirteen Thousand one Fifty rupees only we will give cheque in two days.		
Contact date	20/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	13,150/-	Next follow-up dt	5/9/21
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:			
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:			
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	4950/-		
Remarks	he will visit office next week and he will. for 1 year maintain		
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	4950/-	Next follow-up dt	6/9/21.
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:			
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:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

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