

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

Unit no.	80	Owner name	Jousaf Khan.
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	6,120/-		
Remarks			
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6.120	Next follow-up dt	7/9/21
Outcome of call:	Customer will pay in a week.		
Contact date	12/9/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	14/9/21
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:			

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.	62	Owner name	Sorath.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	3,300/-		
Remarks			
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300/-	Next follow-up dt	9/9/21.
Outcome of call:	he will pay in 5 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:			
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.	84.	Owner name	Harinath. k.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	4950/-		
Remarks			
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	4950/-	Next follow-up dt	7/9/21.
Outcome of call:	customer 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:			
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.	89	Owner name	Satya Prathap Singh
Occupied by	☒ owner ☐ tenant	unoccupied ☐ other:	
Current MMC	4950/-		
Remarks			
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	4950/-	Next follow-up dt	7/9/21
Outcome of call:	customer responding in phone and money		
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.	64.	Owner name	Raghupati Reddy.
Occupied by	☒ owner ☐ tenant	unoccupied ☐ other:	-
Current MMC	8,250/-		
Remarks			
Contact date	30/8/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8,250/-	Next follow-up dt	4/9/21
Outcome of call:	customer not responding in call sent message		
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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