

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

Unit no.	62	Owner name	Sorosh
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	15/12/21	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	Nil	Next follow-up dt	
Outcome of call:	All dues cleared.		
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		Haxinath. L.	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:				
Current MMC					
Remarks	waived				
Contact date		Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt	30/8/21	Next follow-up dt		31/9/21.	
Outcome of call:	customer will pay in a week.				
Contact date	15-12-24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt	19.3300/-	Next follow-up dt		10-12-24	
Outcome of call:	Paid mtd up to 08/12/24				
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	Sriya Prathap Singh	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:				
Current MMC	4950/-				
Remarks					
Contact date		Contact type	☒ Phone ☐ in person ☐ email ☐ notice		
Arrears on call dt	30/8/24.			7/9/24	
Outcome of call:	customer responding in person and money				
Contact date	15/12/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice	for	
Arrears on call dt	01.11.2024			Next follow-up dt	
Outcome of call:	Payment cleared up to Nov '24				
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 month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.