

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	14/1/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	Rs. 18,360/-	Next follow-up dt	20-12-21
Outcome of call:	customer said will pay through online.		
Contact date	20/12/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	Rs. 3060/-	Next follow-up dt	
Outcome of call:	customer paid up to Nov-2021.		
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.

Unit no.	04	Owner name	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC			
Remarks			
Contact date	15/12/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	Rs. 6120/-	Next follow-up dt	10.1.2025
Outcome of call:	CE/owner road by 75x1 month will check.		
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:			