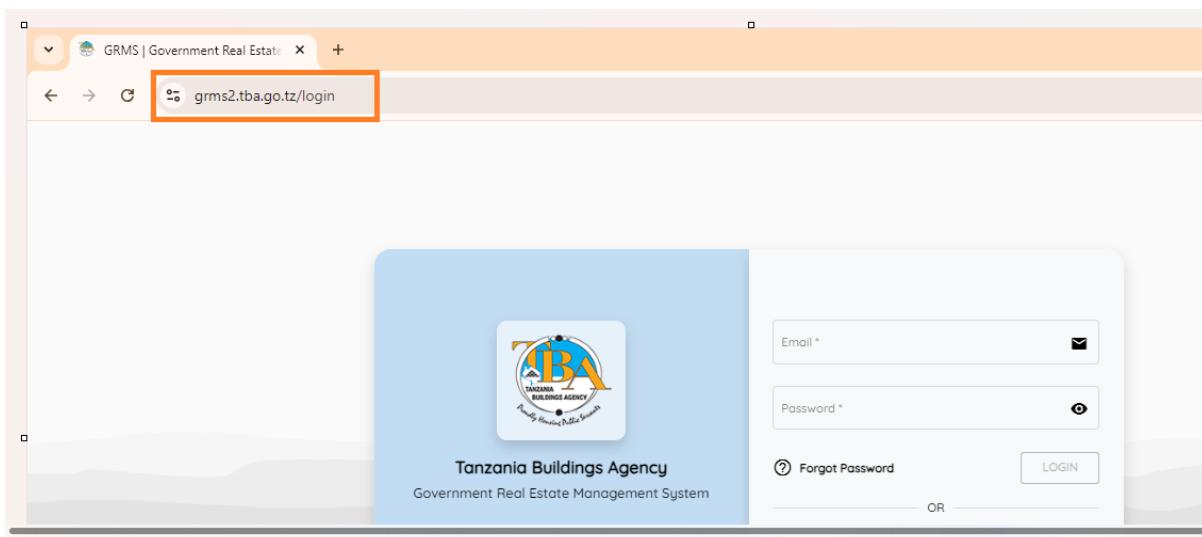


JINSI YA KUOMBA KUPANGA/KUNUNUA NYUMBA KWA KUTUMIA MFUMO WA MILIKI NA MIRADI

STEP 1: Hakikisha umejisajili katika mfumo na kuwa na jina la mtumiaji (username) na neno la siri (password). Kujua namna ya kujisajili, [bonyeza hapa.](#)

STEP 2: Ingia katika kivinjari (browser) ya computer yako na andika anuani hii

<https://grms2.tba.go.tz/login>



STEP 3: Ingia katika mfumo kwa kutumia jina la mtumiaji (username) na neno la siri (password), kisha bofya kitufe kimeandikwa "Login".



Tanzania Buildings Agency
Government Real Estate Management System

Email * **Weka email address yako hapa**

Password * **Weka neno la siri hapa**

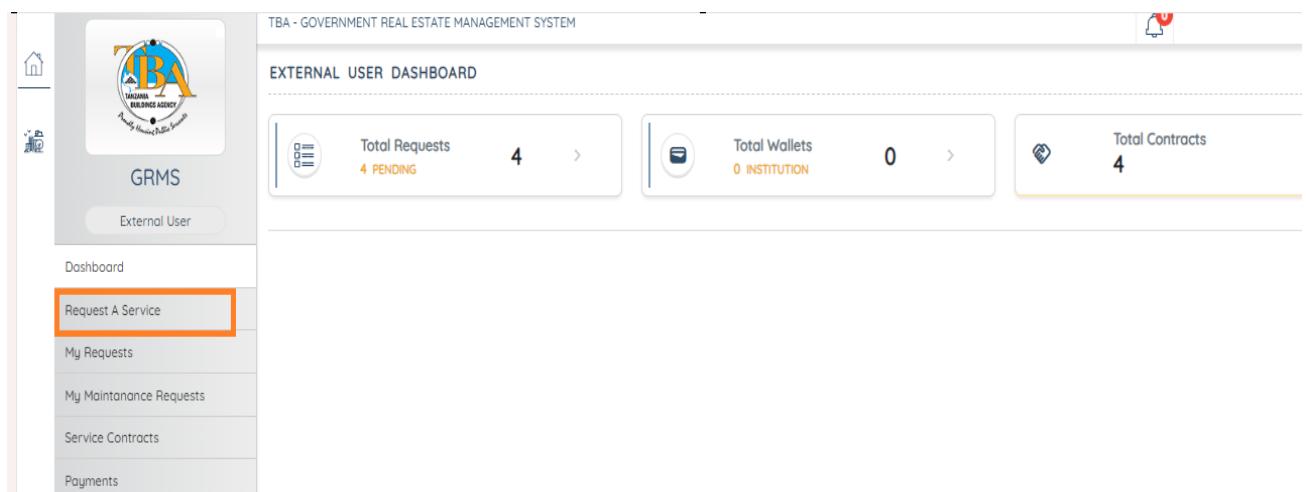
[Forgot Password](#)

[LOGIN](#)

OR

Don't have account? [Register](#)

STEP 4: Mfumo utafunguka, kisha bofya sehemu imeandikwa “Request a Service”.



STEP 5: Mfumo utafunguka na kukutaka kujaza taarifa za maombi yako.

- i. Sehemu ya “Request Category” utachagua “New.”
- ii. Sehemu ya “TBA Service” utachagua huduma unayoitaka kati ya Uuzaji wa nyumba (House Sale), Upangaji wa nyumba (House Lease) au upangaji wa viwanja (Plot Lease).
- iii. Kisha jaza kichwa cha habari cha hiyo huduma unayoitaka. Mfano: maombi ya kununua nyumba.

- iv. Chagua ofisi ya TBA inayotoa hiyo huduma unayoomba, pamoja na Wilaya. Kama ni uuzaaji/upangaji wa nyumba, Ofisi ya Mkoa husika ambapo nyumba inapatikana ndio itakayoshughulikia maombi husika.
- v. Kama ni uuzaaji/ upangaji, chagua nyumba/apartment husika unayoomba.
- vi. Chagua muda unaotaka kuanza kwa mkataba.
- vii. Chagua miezi ya mkataba.
- viii. Kama huduma unayotaka ni uuzaaji wa nyumba (House Sale), chagua aina ya malipo (Payment type).
- ix. Andika maelezo ya ziada ya maombi yako (Description).
- x. Bonyeza kitufe cha Save.

Request Category *

NEW

TBA Service *

House Sales

Request Title *

TBA Office

District

Expected Contract Start Date *

Number of Month(s) *

Payment Type *

Use wallet as means of payment

Description

Save

STEP 6: Baada ya kubofya kitufe cha "Save" mfumo utafunguka na kukutaka kuweka viambatisho (Application form/barua ya maombi).

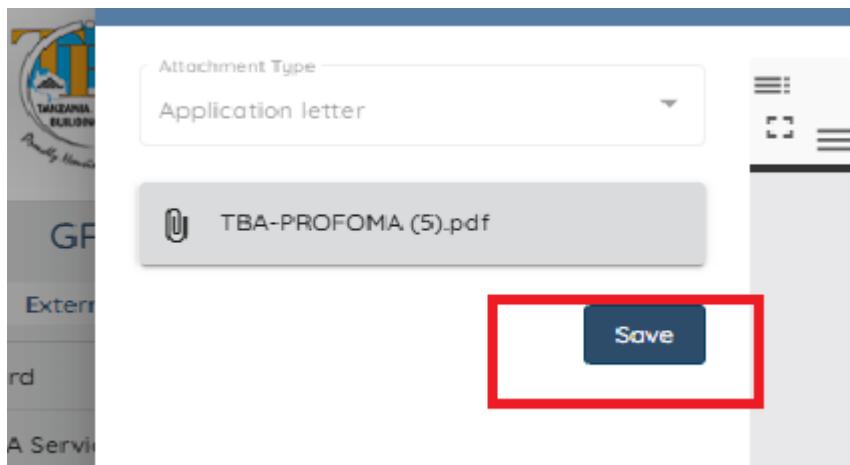
- i. Bofya sehemu iliyo andikwa "attachement"
- ii. Kisha nenda upande wa kulia palipo andikwa "Action", bofya mshale unaoangalia juu ili kuweza kuperuzi katika Kompyuta yako sehemu uliyohifadhi hio "application form/barua ya maombi".

This screenshot shows the GRMS application form interface. On the left is a sidebar with navigation links: Dashboard, Request A Service, My Requests, My Maintenance Requests, Service Contracts, Payments, and Wallets. The main area displays a form for a maintenance request. It includes fields for House Sale (House Sale), Building (Canadian 1), Apartment (Apartment CAN 2), Description (---), Contract Details (Expected Start Date: 2024-09-09, Expected Duration: 36 month(s)), and a button to Add Maintenance Request. Below these are tabs for Repayment Schedule, Attachments (highlighted with a red box labeled '1'), Conversation, and Assignment. The Attachments tab shows a table with one row: Attachment Type (Application letter), Attachment Is Required (YES), Status (Pending Upload), and an Actions column with a file icon (highlighted with a red box labeled '2').

STEP 7: Bofya sehemu iliyo andikwa "Choose Attachment" ili kuchagua "Application form"/Barua ya maombi kutoka katika Kompyuta yako.

This screenshot shows the 'Add Attachment' dialog box. It has a header 'ADD ATTACHMENT'. Inside, there's a dropdown for 'Attachment Type' set to 'Application letter'. Below it is a large red-bordered button labeled 'Choose Attachment' with a paperclip icon. At the bottom right is a 'Save' button.

STEP 8: Mara baada ya kuchagua Application letter/ Barua ya Maombi, nyaraka hio itaonekana upande wa kulia. Bofya kitufe kilicho andikwa "Save" ili kupandisha nyaraka hio (upload).



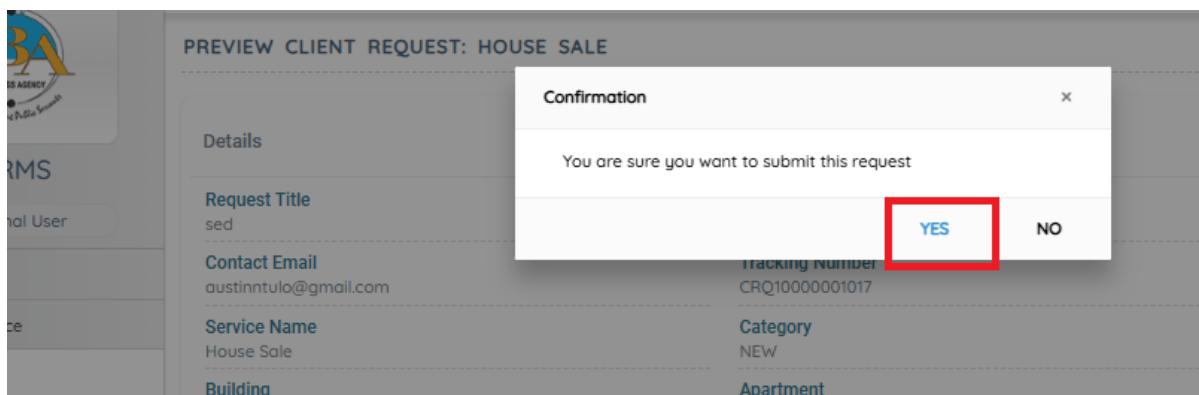
STEP 9: Baada ya kupandisha nyaraka(upload) katika hatua iliyopita (STEP 8), bofya kitufe kimeandikwa "Submit Request", kilichopo upande wa juu kulia.

PREVIEW CLIENT REQUEST: HOUSE SALE

Details		Client
Request Title	sed	Request Date
Contact Email	c@gmail.com	Submitted To Office
Service Name	House Sale	Tracking Status
Building	Canadian 1	CREATED
Apartment	<input type="checkbox"/> CAN 2	
	<input type="checkbox"/> ...	

Submit Request

STEP 10: Mfumo utakuuliza kama una uhakika unataka kuwasilisha taarifa zako, chugua "Yes" kuwasilisha taarifa zako.



STEP 11: Mfumo utakuletea ujumbe unaosomoka "Successful" kuonyesha kwamba maombi yako yamewasalishwa kikamilifu.