# How to Add a Residence on Jamii




### Complete Guide to Managing Your Properties Easily

Property management can quickly become complex when you own multiple units. With **Jamii**, everything is centralized in one simple and intuitive interface.
Here is a step-by-step guide to help you add a residence on the platform.

## Step 1: Log in to Your Account

Open your **Jamii** application and log in to your profile.

Once logged in:

Go to the **Tenant Management** section

Click on the **“New”** button located at the top right of your screen

From the dropdown menu, select **“Residence”**

This action allows you to create a new residence within your management space.

## Step 2: Fill in the Residence Information

A form will appear on your screen.

Carefully complete the required information, including:

Residence name

Full address

Number of units or apartments

Any additional relevant details

Make sure all information entered is accurate to ensure smooth and effective property management.

## Step 3: Add Required Documents

For more professional and secure management, you can:

Upload documents related to the residence (if applicable)

Review all information before confirming

Once everything is completed:

Click **“Add”** to finalize and create the residence.

## Your Residence Is Now Active

After confirmation, your new residence will appear in your property list.

You can now:

Add tenants

Track payments

Manage expenses

View statistics

## Why Use Jamii for Property Management?

With Jamii, you benefit from:

Centralized management

Real-time tracking

Better financial organization

Significant time savings

Simplify your property management today with Jamii.

If you manage multiple residences, simply repeat these steps for each one.

*Related to Jamii-Premium - Monthly*

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