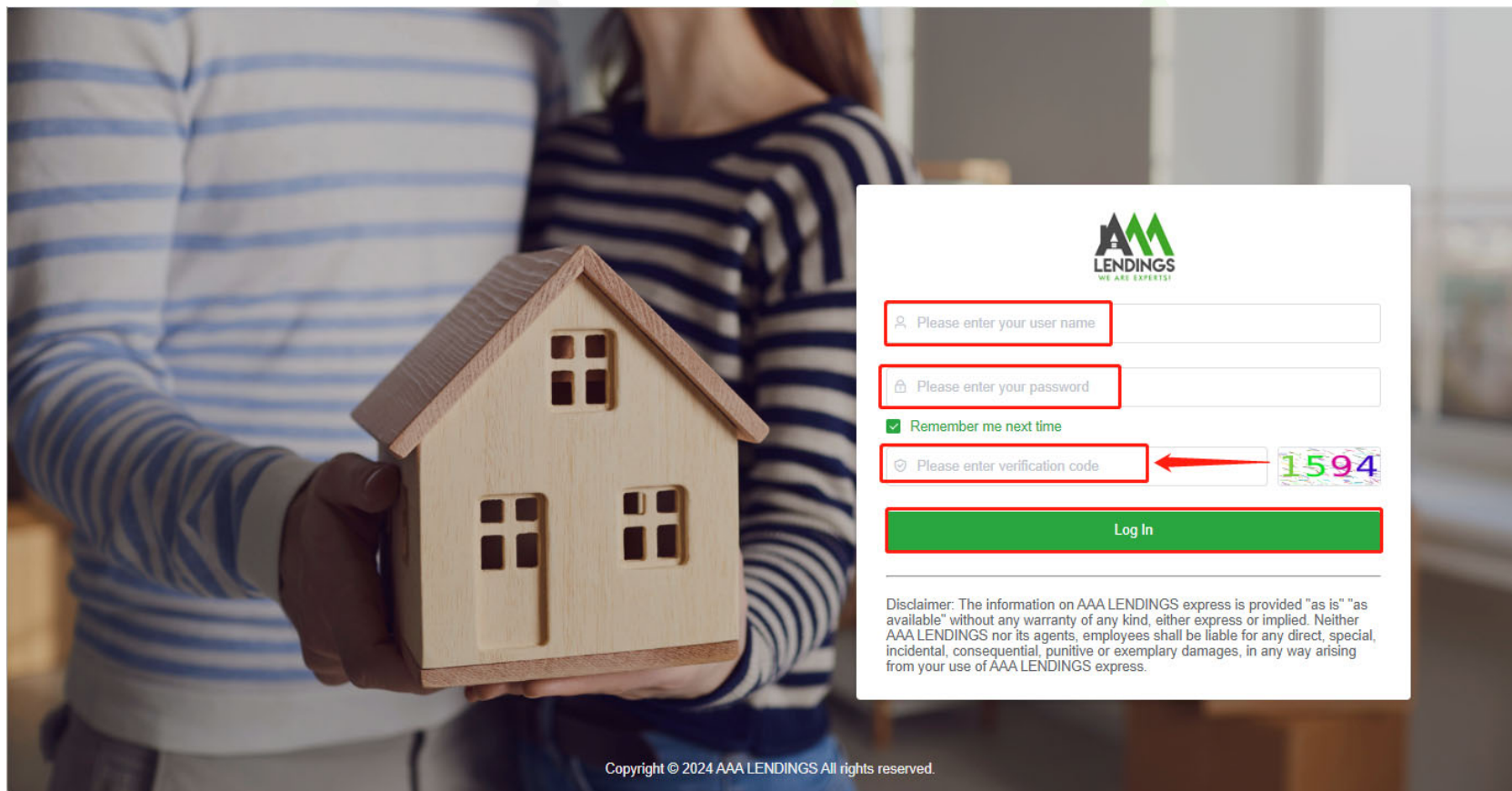


How to use the appraisal tracking in TPO Portal

1. Navigate to TPO Portal (<https://main.aaacapitalinvestment.com>) and login.





2. Click **View Pipeline** to search the file you need to track.

AAA Lendings WE ARE EXPERTS! Home / View Pipeline

Search By: Select Begin With: Start Date - End Date + Search Clear

Export Assigned

	Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp.	Action
<input type="checkbox"/>	> 2411	Non-Del // Test com...		Registered	10/12/2024	Active	DSCR 30 Yr ...	Cash Out	\$1,000,000.00	6.125		Status Control
<input type="checkbox"/>	> 211	Wholesale // Whole...		Registered	10/10/2024	Active	DSCR 30 Yr ...	Rate/Term	\$426,000.00	5.500	11/10/2024	Status Control
<input type="checkbox"/>	>	Wholesale // Whole...		Registered	10/10/2024	Active	Prime Full D...	Purchase	\$1,500,000.00	6.500	11/04/2024	Status Control
<input type="checkbox"/>	> 2411	Wholesale // 1231		Registered	10/09/2024	Active	QM Commun...	Purchase	\$50,000.00	5.625	11/18/2024	Status Control
<input type="checkbox"/>	> 211	Wholesale // Whole...		Registered	10/09/2024	Active	FNMA/FHLM...	Purchase	\$261,000.00	5.250		Status Control
<input type="checkbox"/>	>	Wholesale // Whole...		Registered	10/09/2024	Active	Expanded Fu...	Purchase	\$1,500,000.00	6.625		Status Control

3. Click on the loan number or borrower name will grant you access to the file

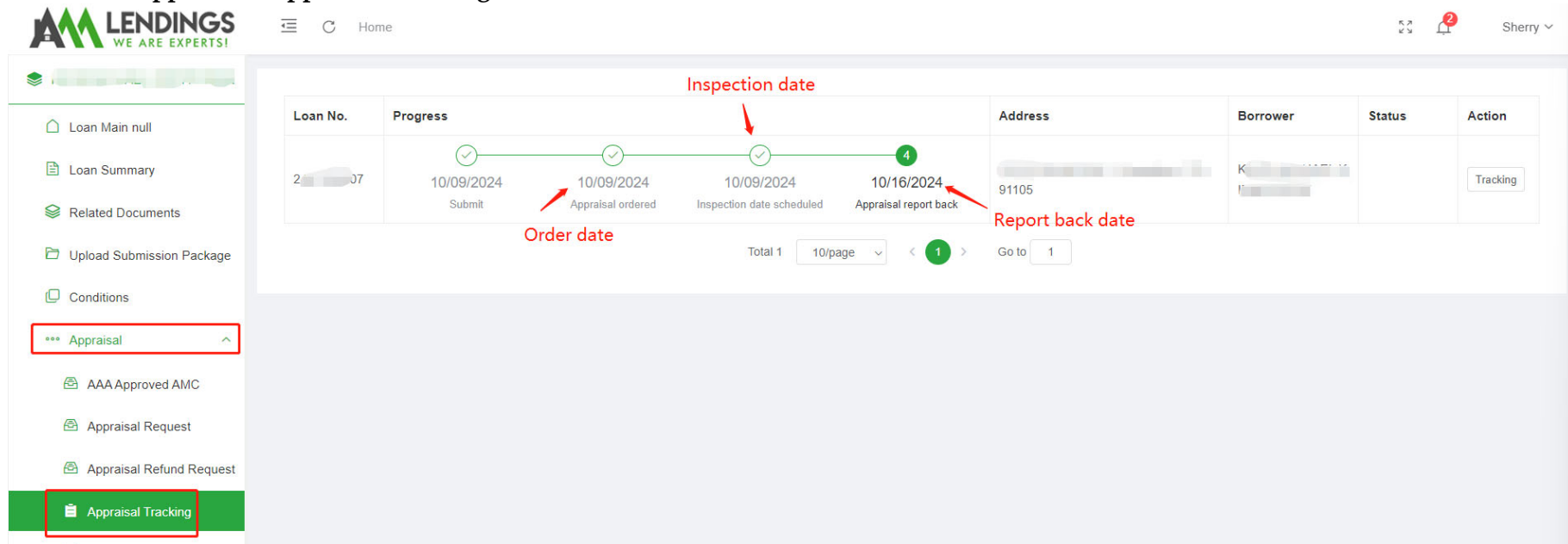
AAA Lendings WE ARE EXPERTS! Home / View Pipeline

Search By: Loan No. Begin With: 2411

Export Assigned

	Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type
<input type="checkbox"/>	> 2411	Non-Del // Test com...	VIN	Registered	10/12/2024	Active	DSCR 30 Yr ...

4. Click on **Appraisal - Appraisal Tracking** to check the status.



The screenshot shows the AAA Lendings web application interface. On the left is a sidebar menu with options: Loan Main null, Loan Summary, Related Documents, Upload Submission Package, Conditions, Appraisal (highlighted with a red box), AAA Approved AMC, Appraisal Request, Appraisal Refund Request, and Appraisal Tracking (highlighted with a red box). The main content area displays a progress timeline for a loan. The timeline has four steps: 1. Submit (10/09/2024), 2. Appraisal ordered (10/09/2024), 3. Inspection date scheduled (10/09/2024), and 4. Appraisal report back (10/16/2024). Red arrows point to the dates: 'Order date' points to 10/09/2024, 'Inspection date' points to 10/09/2024, and 'Report back date' points to 10/16/2024. The timeline is labeled 'Total 1' and '10/page'. Below the timeline is a table with columns: Loan No., Progress, Address, Borrower, Status, and Action. The table contains one row with a loan number ending in 07, address 91105, and a borrower name starting with K. The Action column has a 'Tracking' button. The top right of the interface shows a user profile 'Sherry' and a notification bell icon with a red '2'.

5. Click the **Tracking**, complete the information and click **send email**. Our appraisal department will reply to you when they receive the tracking request

Tracking

Loan No. : 2

Current Status : Initial Approval

Reasons for Tracking :

Please enter
Please specify what you want to track, such as the inspection date,
status, or other details

Report Back Date :

Select date
Choose the date by which you need the report back

cancel

send email

6. To download the appraisal report, navigate to **File Management** in the left-hand panel. On the right-hand side, locate **Appraisal Packages** and click on it to view all uploaded appraisal reports and files submitted during the appraisal request



Message

View Pipeline

System

V

Loan Main AA

Loan Summary

Related Documents

Conditions

Appraisal

Rates Lock

CD/Docs Request

File Management

Contacts

Loan No.

Borrower

Program

Status

Note Rate

DSCR

LTV / CLTV / HCLTV

11

W

DSCR 30 Yr Fixed

Registered

6.125%

0.00

44.445% / 44.445% / 44.445%

File Management

Submission Packages (0)

CD & Docs Request (0)

QC TRID Conditions (0)

Final Packages (0)

Lender Conditions (0)

Appraisal Packages (1)

Upload File

Download

Delete

☐

File

Uploader

Note

Uploaded Date

☐

1. 2024_14.03.40.pdf

2024-10-12 14:03:40