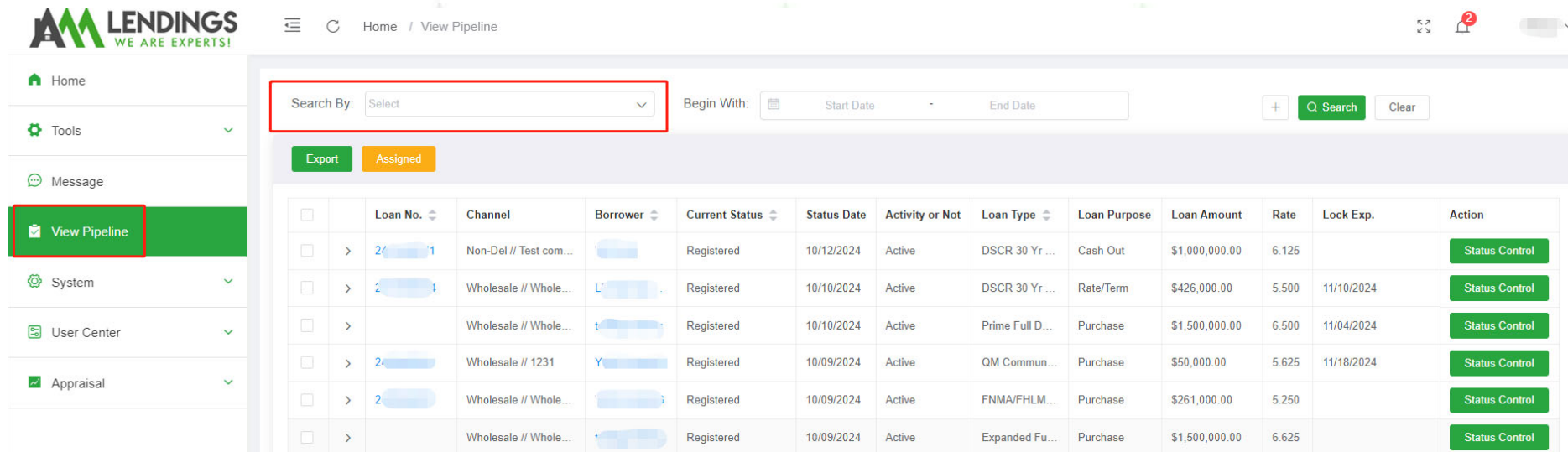


Instructions for Appraisal Refund Request

1. Get into the **TPO System**(<https://main.aacapitalinvestment.com/#/>), input the user name, password and verification code. Then click **Log In**.
2. Click **View Pipeline** to search the file which you need to refund.



The screenshot shows the AAA LENDINGS TPO System interface. On the left sidebar, the 'View Pipeline' button is highlighted with a red box. The main content area displays a search bar with a red box around the 'Search By' dropdown menu. Below the search bar, there are 'Export' and 'Assigned' buttons. A table of loan data is displayed with columns: Loan No., Channel, Borrower, Current Status, Status Date, Activity or Not, Loan Type, Loan Purpose, Loan Amount, Rate, Lock Exp., and Action. The 'View Pipeline' button is highlighted in the sidebar.

Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp.	Action
2/1/24	Non-Del // Test com...		Registered	10/12/2024	Active	DSCR 30 Yr ...	Cash Out	\$1,000,000.00	6.125		Status Control
2/1/24	Wholesale // Whole...	L...	Registered	10/10/2024	Active	DSCR 30 Yr ...	Rate/Term	\$426,000.00	5.500	11/10/2024	Status Control
	Wholesale // Whole...	t...	Registered	10/10/2024	Active	Prime Full D...	Purchase	\$1,500,000.00	6.500	11/04/2024	Status Control
2/1/24	Wholesale // 1231	Y...	Registered	10/09/2024	Active	QM Commun...	Purchase	\$50,000.00	5.625	11/18/2024	Status Control
2/1/24	Wholesale // Whole...		Registered	10/09/2024	Active	FNMA/FHLM...	Purchase	\$261,000.00	5.250		Status Control
	Wholesale // Whole...	t...	Registered	10/09/2024	Active	Expanded Fu...	Purchase	\$1,500,000.00	6.625		Status Control

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



Home

Tools

Message

View Pipeline

System

Search By: Loan No.

Begin With: 2

Export

Assigned

<input type="checkbox"/>	Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type
<input type="checkbox"/>	> 24 11	Non-Del // Test com...	V IN	Registered	10/12/2024	Active	DSCR 30 Yr ...

4. Click **Appraisal - Appraisal Refund Request** on the left. Then Click

Request



Message

View Pipeline

System

Loan Main /

Loan Summary

Related Documents

Conditions

Appraisal

AAA Approved AMC

Appraisal Request

Appraisal Refund Request

Appraisal Tracking

Request



No Data

5. Fill in the amount you need to refund in **Request To Refund**. Leave a message at **Comment**. Otherwise, leave it blank.

Apply

File# :

Request To Refund :

\$

Comment:

Request

6. Click

Request

, the Appraisal Department will receive the appraisal refund request.