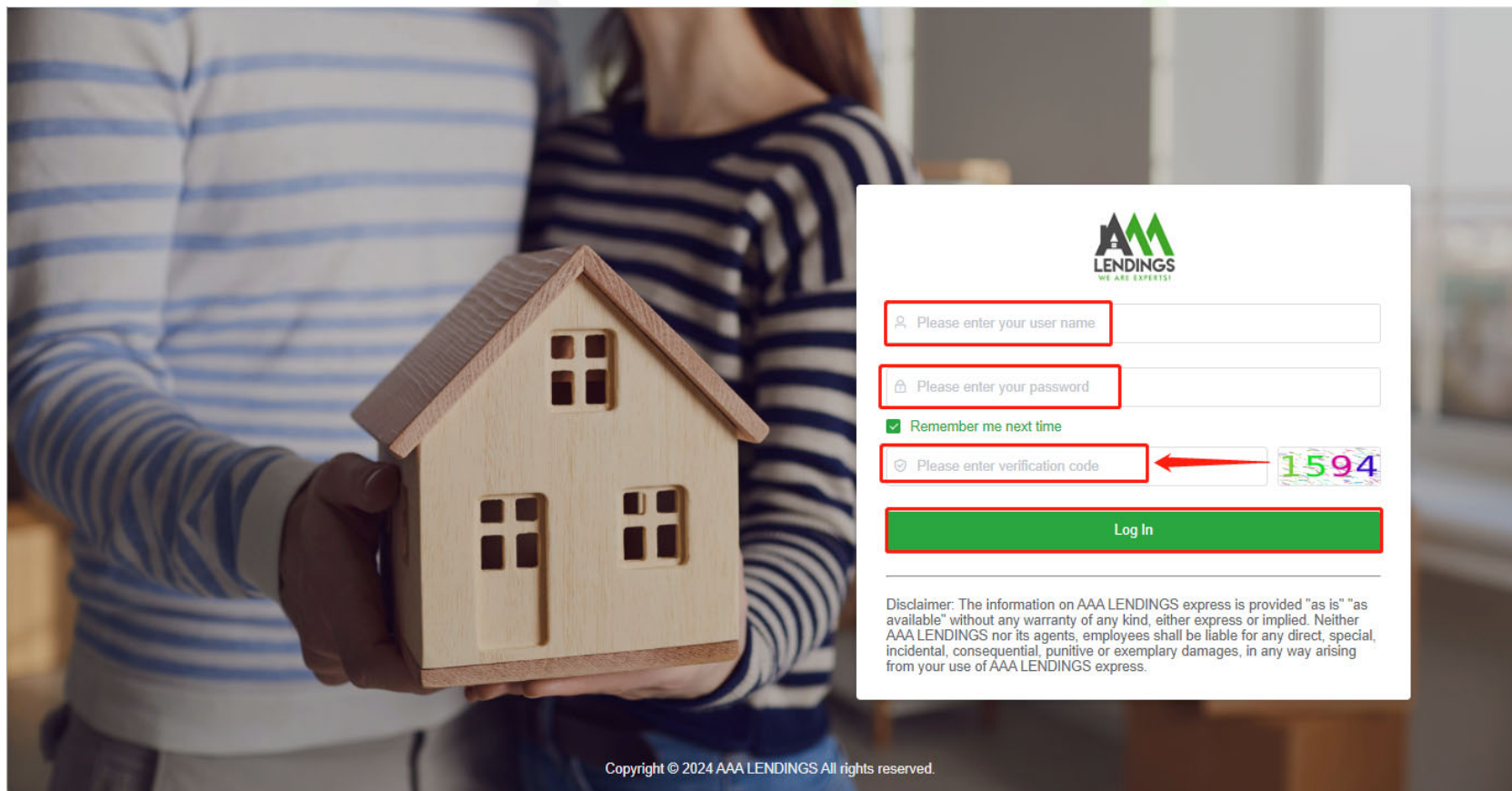
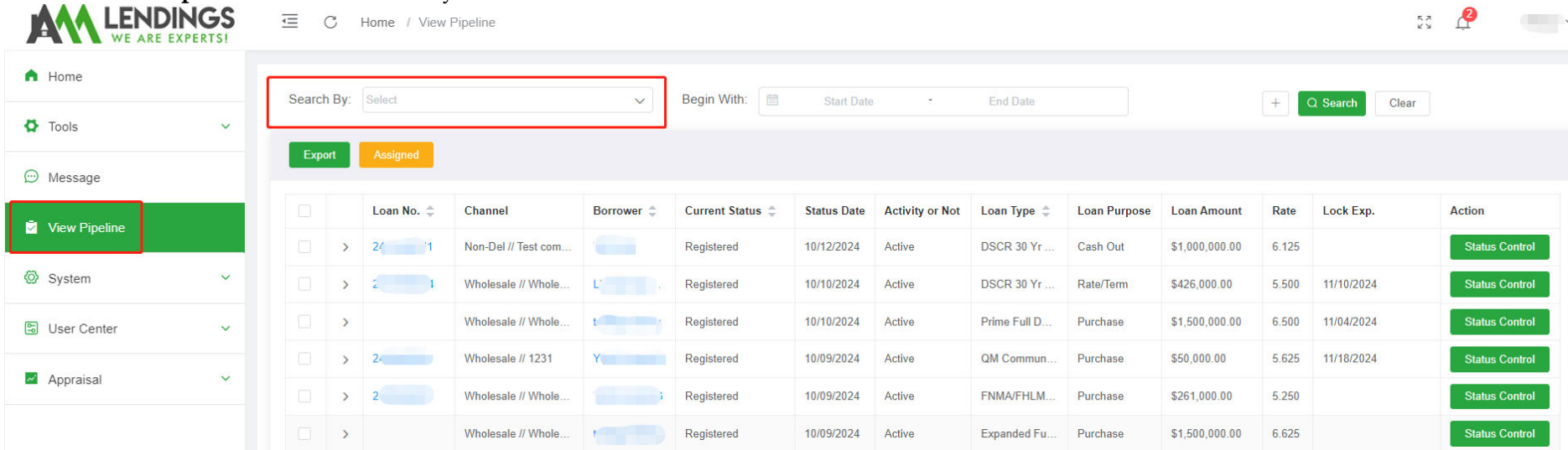


How to use the appraisal tracking in TPO Portal

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



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

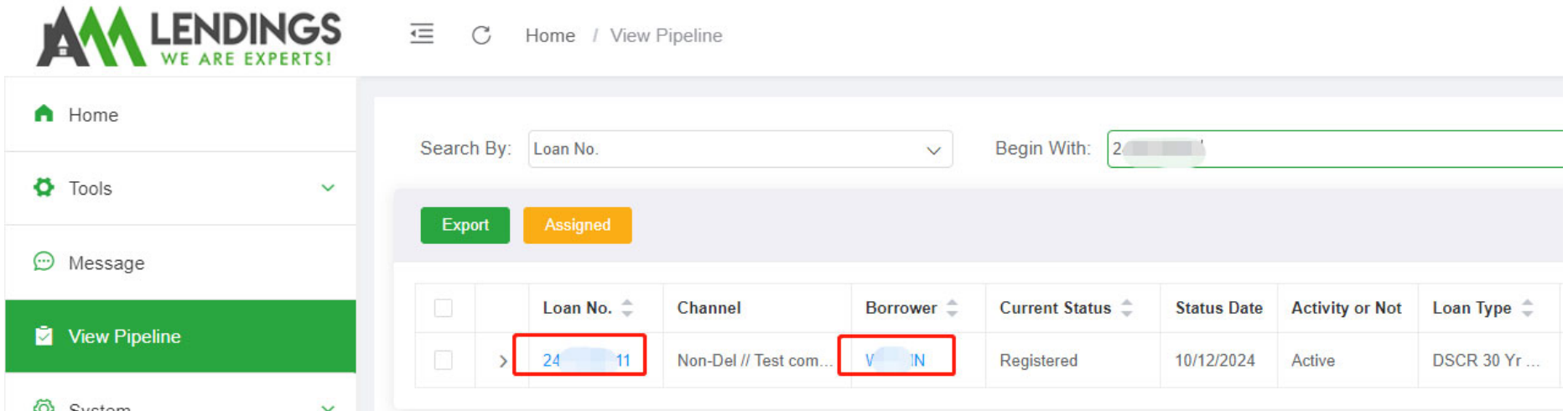


Home / View Pipeline

Search By: Begin With:

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

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

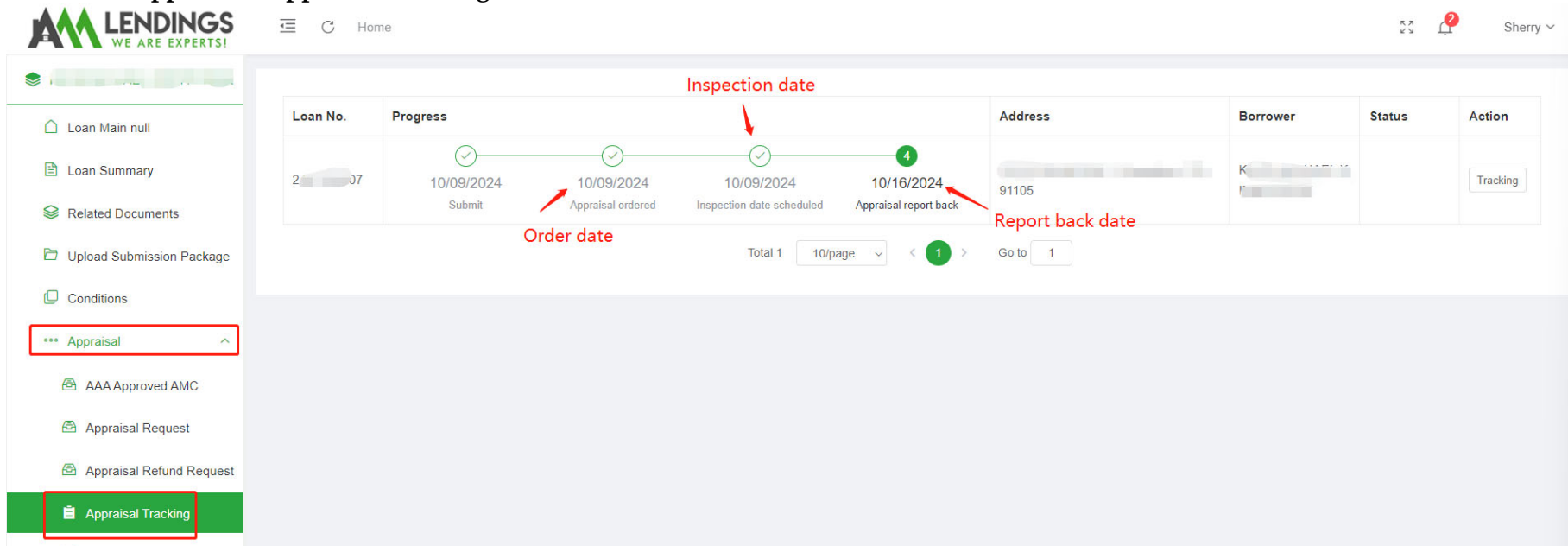


Home / View Pipeline

Search By: Begin With:

<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 on **Appraisal - Appraisal Tracking** to check the status.



The screenshot displays the 'Appraisal Tracking' interface. On the left, a sidebar menu lists various options, with 'Appraisal Tracking' highlighted in green. The main content area shows a progress bar for a loan with the following steps:

- 10/09/2024 Submit
- 10/09/2024 Appraisal ordered (labeled 'Order date')
- 10/09/2024 Inspection date scheduled (labeled 'Inspection date')
- 10/16/2024 Appraisal report back (labeled 'Report back date')

Below the progress bar, a table provides loan details:

Loan No.	Progress	Address	Borrower	Status	Action
2...	10/09/2024 Submit <td>91105</td> <td>K...</td> <td></td> <td>Tracking</td>	91105	K...		Tracking

At the bottom of the table, there is a pagination control showing 'Total 1', '10/page', and 'Go to 1'.

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 [REDACTED] 7

Current Status : Initial Approval

Reasons for Tracking :
Please specify what you want to track, such as the inspection date, status, or other details

Report Back Date :
Choose the date by which you need the report back

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

<input type="checkbox"/>	File	Uploader	Note	Uploaded Date
<input type="checkbox"/>	1 [redacted] 1.12.2024_14.03.40.pdf	[redacted]		2024-10-12 14:03:40