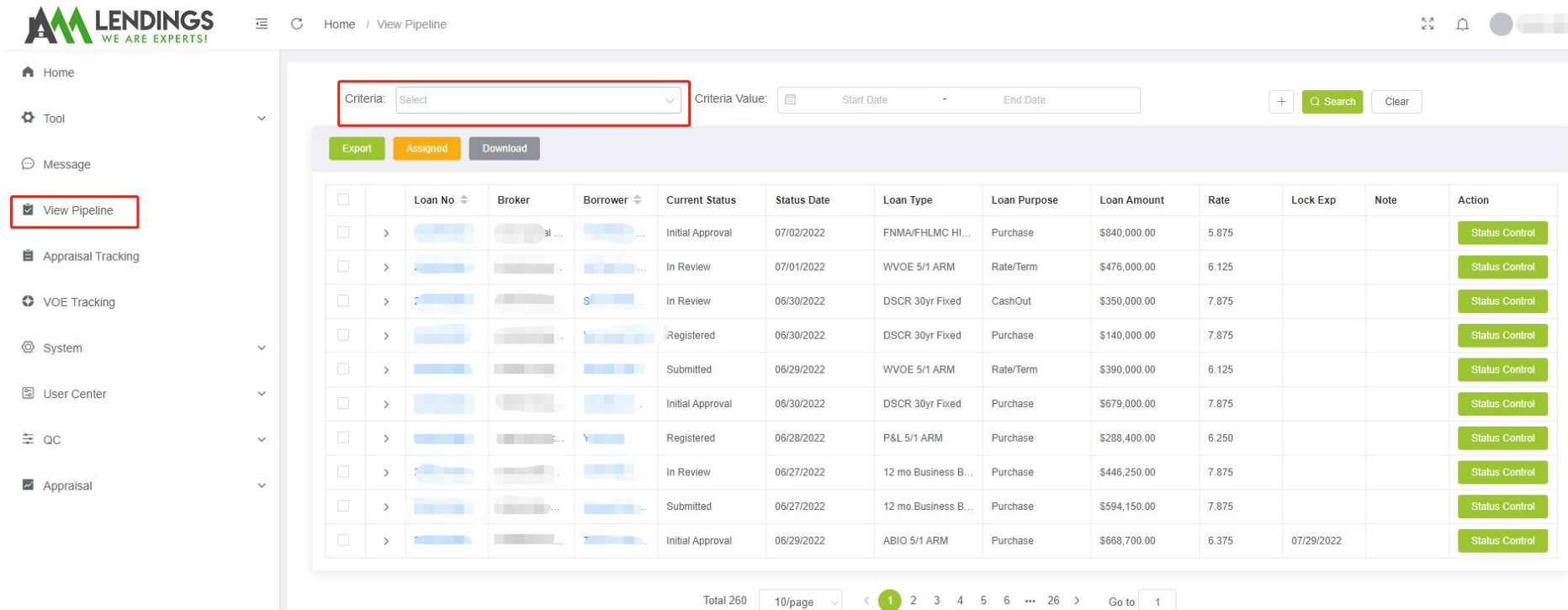


How to Request Appraisal Refund via TPO Portal

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 Portal interface. On the left sidebar, the 'View Pipeline' menu item is highlighted with a red box. The main content area displays a search filter for 'Criteria: Select' (also highlighted with a red box) and a search button. Below the search bar are buttons for 'Export', 'Assigned', and 'Download'. The main table lists loan records with columns for Loan No, Broker, Borrower, Current Status, Status Date, Loan Type, Loan Purpose, Loan Amount, Rate, Lock Exp, Note, and Action. The 'Action' column contains a 'Status Control' button for each row. At the bottom, there is a pagination control showing 'Total 260' and '10/page'.

	Loan No	Broker	Borrower	Current Status	Status Date	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp	Note	Action
<input type="checkbox"/>	>			Initial Approval	07/02/2022	FNMA/FHLMC HI...	Purchase	\$840,000.00	5.875			Status Control
<input type="checkbox"/>	>			In Review	07/01/2022	WVOE 5/1 ARM	Rate/Term	\$476,000.00	6.125			Status Control
<input type="checkbox"/>	>			In Review	06/30/2022	DSCR 30yr Fixed	CashOut	\$350,000.00	7.875			Status Control
<input type="checkbox"/>	>			Registered	06/30/2022	DSCR 30yr Fixed	Purchase	\$140,000.00	7.875			Status Control
<input type="checkbox"/>	>			Submitted	06/29/2022	WVOE 5/1 ARM	Rate/Term	\$390,000.00	6.125			Status Control
<input type="checkbox"/>	>			Initial Approval	06/30/2022	DSCR 30yr Fixed	Purchase	\$679,000.00	7.875			Status Control
<input type="checkbox"/>	>			Registered	06/28/2022	P&L 5/1 ARM	Purchase	\$288,400.00	6.250			Status Control
<input type="checkbox"/>	>			In Review	06/27/2022	12 mo Business B...	Purchase	\$446,250.00	7.875			Status Control
<input type="checkbox"/>	>			Submitted	06/27/2022	12 mo Business B...	Purchase	\$594,150.00	7.875			Status Control
<input type="checkbox"/>	>			Initial Approval	06/29/2022	ABIO 5/1 ARM	Purchase	\$668,700.00	6.375	07/29/2022		Status Control

3. Click **Appraisal Refund Request** on the left. Then Click



- Home
- Tool
- Message
- View Pipeline
- Loan
- Loan Summary
- Upload Submission Files
- File Management
- Related Documents
- Lock Rate
- CD/Doc Request
- Contacts
- Condition List
- Appraisal Request
- Appraisal Refund Request**
- Reserve Appraiser

Borrower	Program 30yr Fixed	Status Funded	NoteRate 4.5%	DTI 489.807%	LTV / CLTV / HCLTV 64.52% / 64.52% / 0%
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System ID: [redacted] Loan No: [redacted]

Upload Submission Files

Related Documents

File Management

Rate Lock

Contacts

Status Control



Message

View Pipeline



Loan Main / [redacted]

Loan Summary

Upload Submission Files

File Management

Related Documents

Lock Rate

CD/Doc Request

Contacts

Condition List

Appraisal Request

Appraisal Refund Request

Reserve Appraiser

Appraisal Tracking

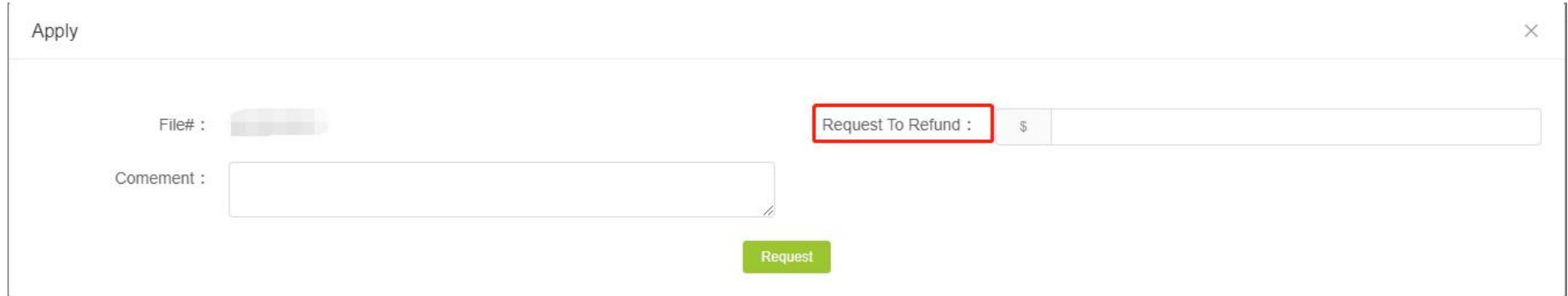
VOE Tracking

Request



No Data

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



The screenshot shows a web form titled "Apply" with a close button (X) in the top right corner. The form contains three main input fields: "File#" (with a blurred value), "Request To Refund" (with a red border and a "\$" symbol), and "Comement" (with a typo). Below the "Request To Refund" field is a green "Request" button.

5. Click  , the Appraisal Department will receive the appraisal refund request and inform the accounting department refund accordingly.

