


Instructions for Appraisal Order Request

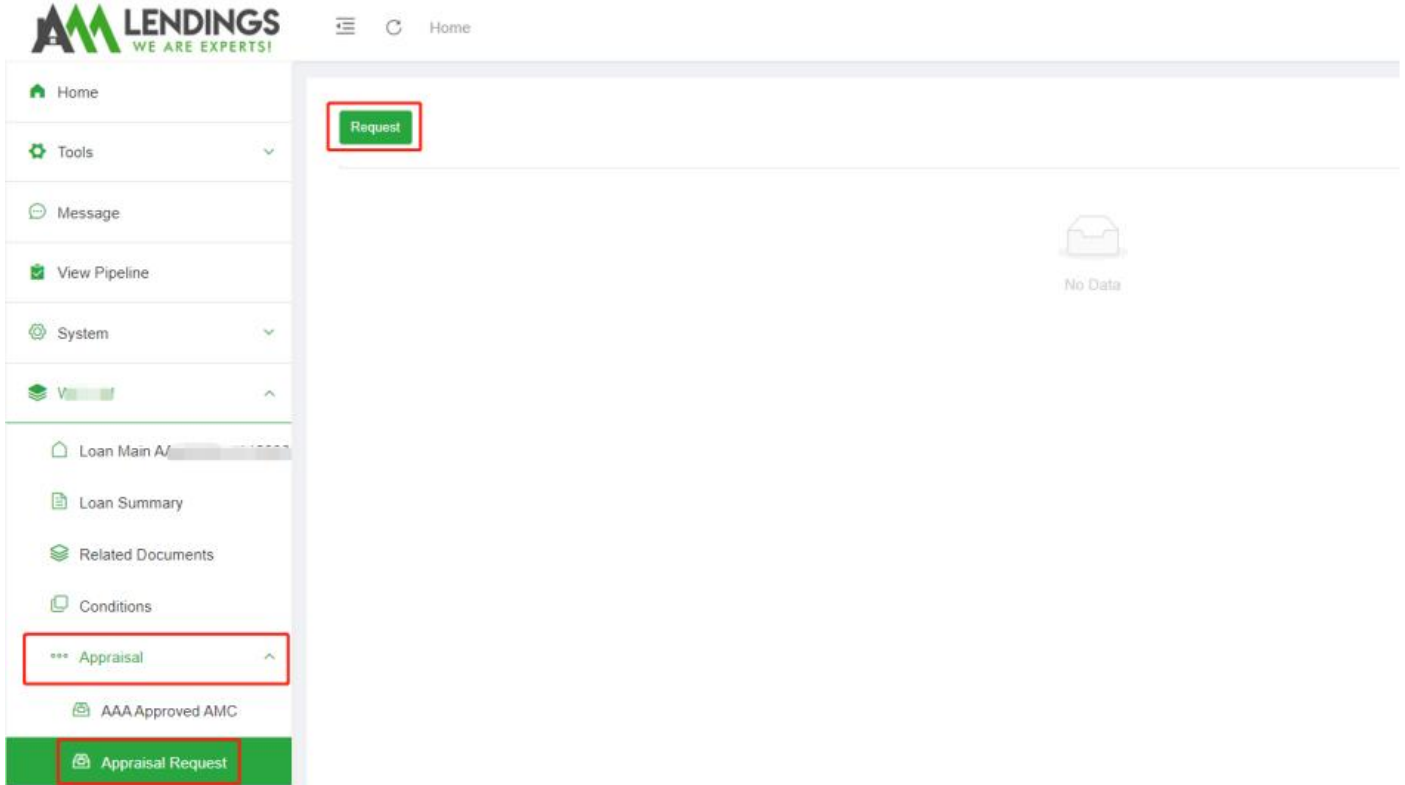
1. Get into the TPO System (<https://main.aacapitalinvestment.com>), input the username, password and verification code. Then click **Log In**.
2. Click **View Pipeline** to search the file which you need to request appraisal order.

The screenshot shows the 'View Pipeline' interface. At the top, there is a search bar with 'Search By: Loan No.' and a 'Begin With:' field. A 'Search' button is highlighted with a red box. Below the search bar are 'Export' and 'Assigned' buttons. The main area contains a table with the following columns: Loan No., Channel, Borrower, Current Status, Status Date, Activity or Not, Loan Type, Loan Purpose, Loan Amount, Rate, Lock Exp., and Action. The table lists several loan records, each with a 'Status Control' button in the Action column. A red box highlights the 'View Pipeline' button in the left sidebar.

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

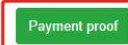
This screenshot shows the same 'View Pipeline' interface, but with a single loan record selected. The 'Loan No.' '24 11' and the 'Borrower' 'VIN' are highlighted with red boxes. The search bar now shows 'Begin With: 24 11'. The table shows only one row with the following details: Loan No. 24 11, Channel Non-Del // Test com..., Borrower VIN, Current Status Registered, Status Date 10/12/2024, Activity or Not Active, and Loan Type DSCR 30 Yr ...

4. Click **Appraisal - Appraisal Request** on the left. Then click  button.



5. Fill in the fields marked with "*" and provide the related documents.


Apply ×



File# : <input type="text"/>	Subject Address : <input type="text"/>
Appraisal Value : \$ 2,250,000.00	Borrower : <input type="text"/>
Agent : Corr-LO	Loan Amount : \$ 1,000,000.00
FICO : 750	Type : SFR
Investment : Yes	LTV : 44 %
Rush : <input type="checkbox"/>	Unit : 1

* Appraisal Fee : \$ <input type="text"/>	* Comment : <input type="text" value="contact information, the client can speak English or not, other special information"/>
* Payment Method : <input type="text" value="Please select"/>	* Form : <input type="text" value="Please select"/>

Cont# : Received Payment :





Appraisal Fee: The total fee of ordering appraisal for the file.

Payment Method: Choose per the method you pay (Zelle/CC/Check/Cash/Other).

Comment: Contact for inspection; preferred language; or any other special information that the appraisal department or the appraiser needs to know.

Form: Choose the form you need.

Payment proof: Click  button to upload the RPA, payment proof etc. Click  button after the related documents have been successfully uploaded.



6. Click  button, our Appraisal Department will receive your appraisal order request.