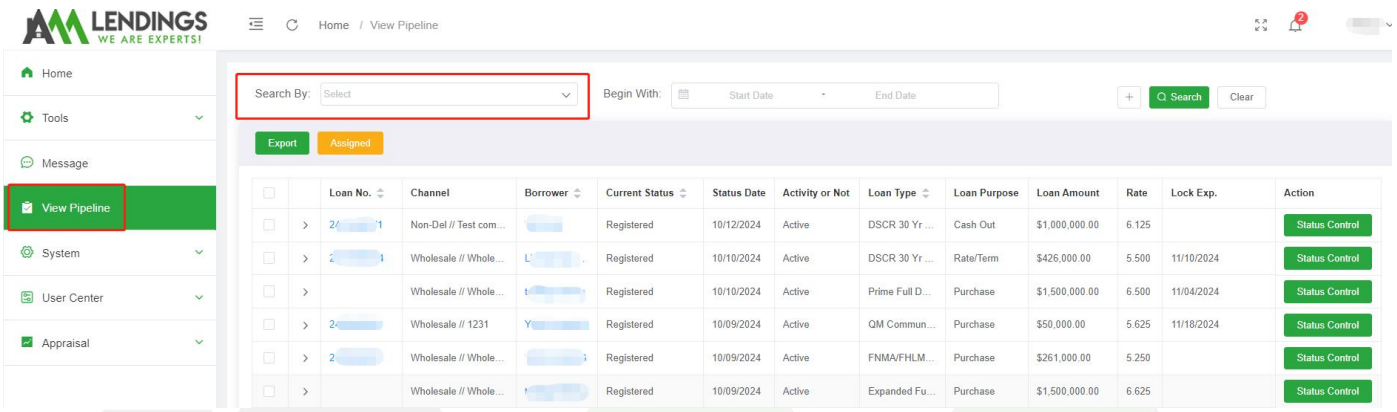
AAA Capital Investment, Inc.
117 S Garfield Ave, Alhambra, CA 91801
1 (877) 789-8816 | NMLS #295075

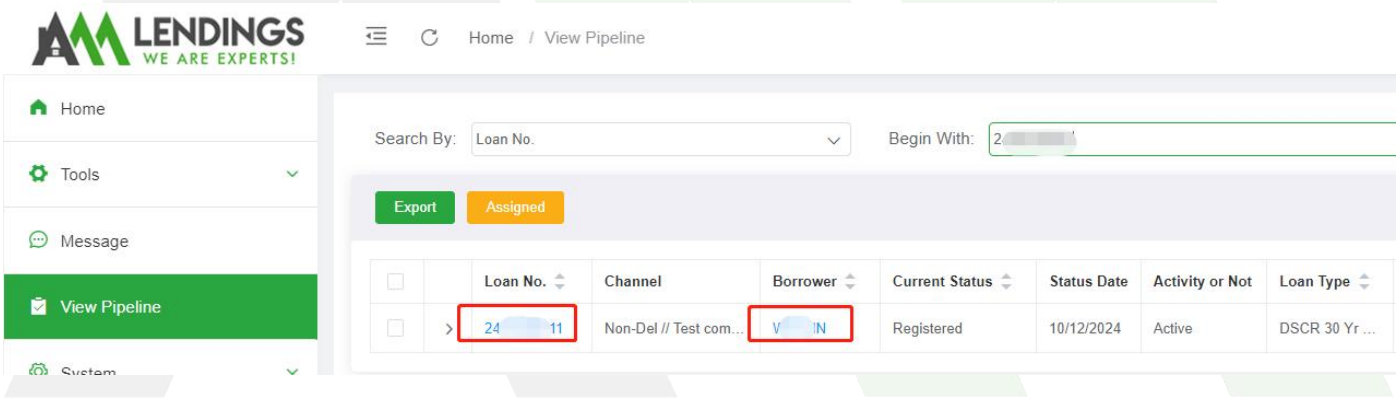
Instructions for Appraisal Refund Request

1. Get into the **TPO System** (https://main.aaacapitalinvestment.com), input the username, password and verification code. Then click **Log In**.

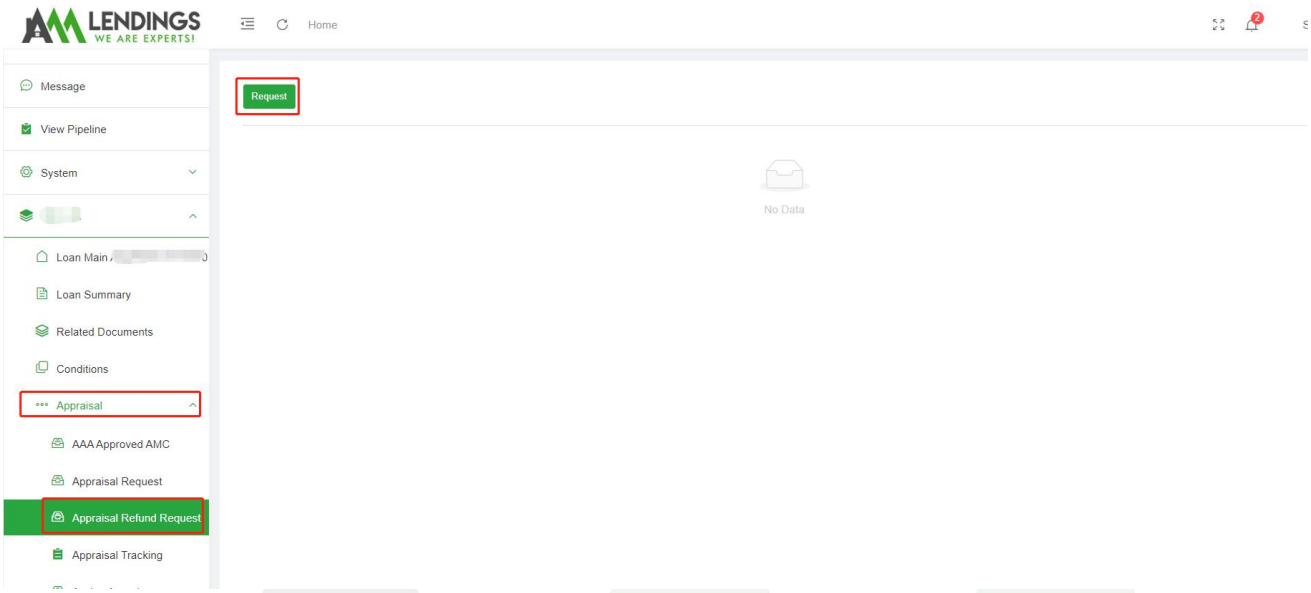
2. Click **View Pipeline** to search the file which you need to refund.



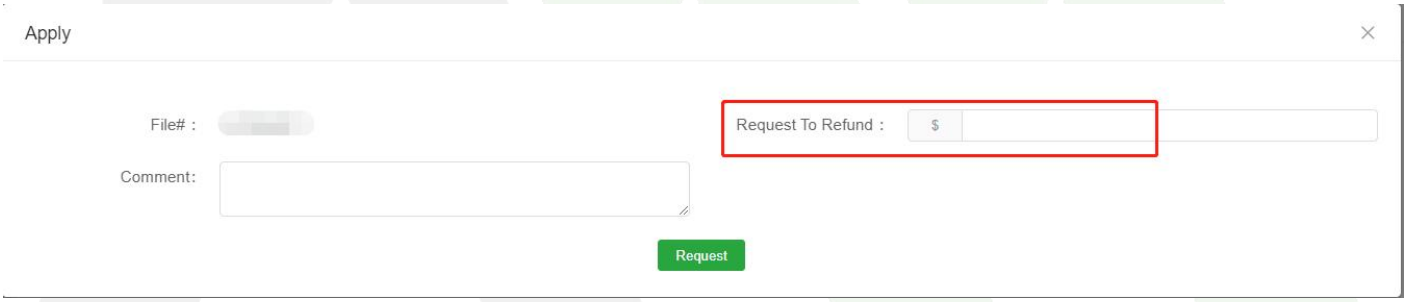
3. Click on the loan number or borrower's name to access the file.



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



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



6. Click Request button, the Appraisal Department will receive the appraisal refund request.