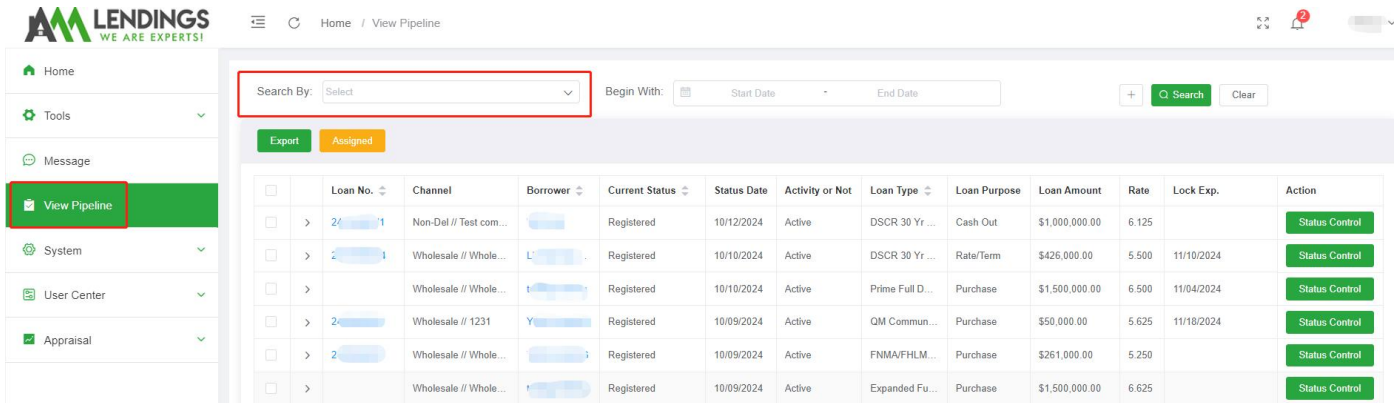


Instructions for Appraisal Refund Request

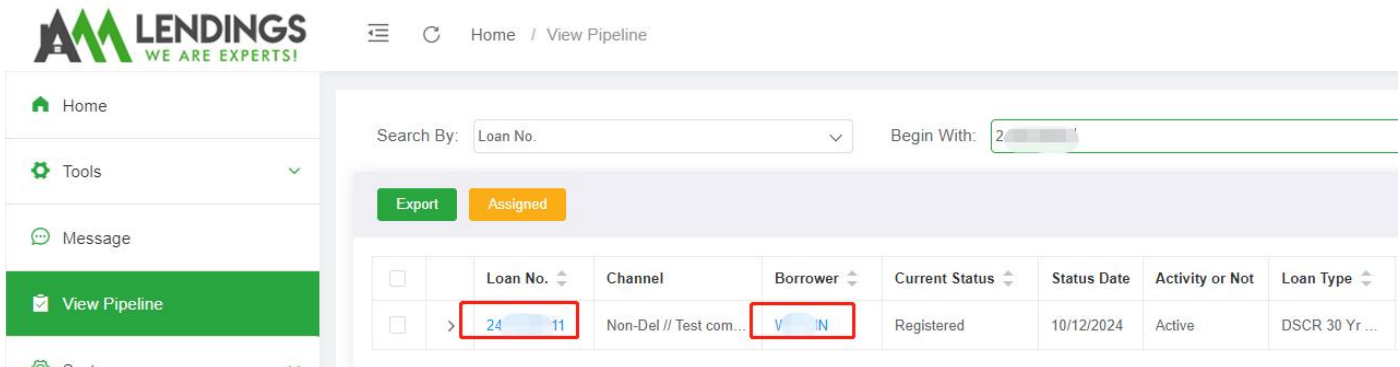
1. Get into the TPO System(<https://main.aacapitalinvestment.com/#/>), input the user name, password and verification code. Then click **Log In**.
2. Click **View Pipeline** to search the file which you need to refund.



The screenshot shows the 'View Pipeline' page. A search bar is highlighted with a red box, containing 'Search By: Select'. Below the search bar are 'Export' and 'Assigned' buttons. A table of loans 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 first row is highlighted with a green arrow pointing to the 'Loan No.' column.

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

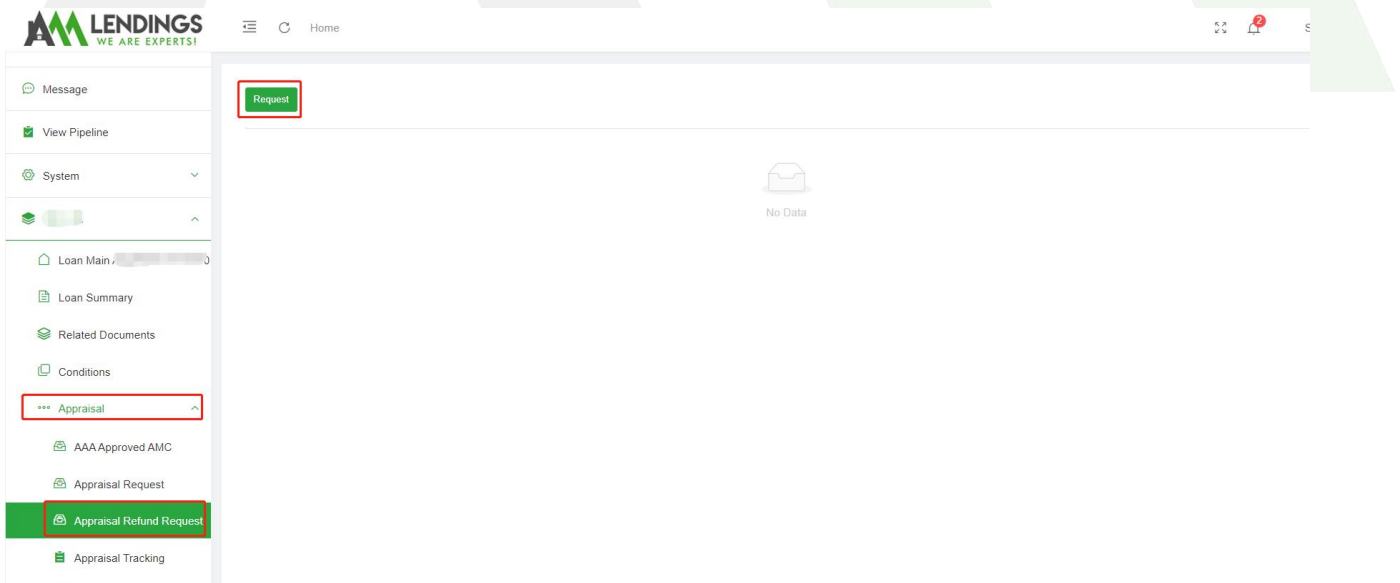
3. Click on the loan number or borrower's name will grant you access to the file



The screenshot shows the 'View Pipeline' page with the search bar set to 'Loan No.' and 'Begin With: 24-11'. The table below has the first row highlighted with a green arrow pointing to the 'Loan No.' column and another green arrow pointing to the 'Borrower' column.

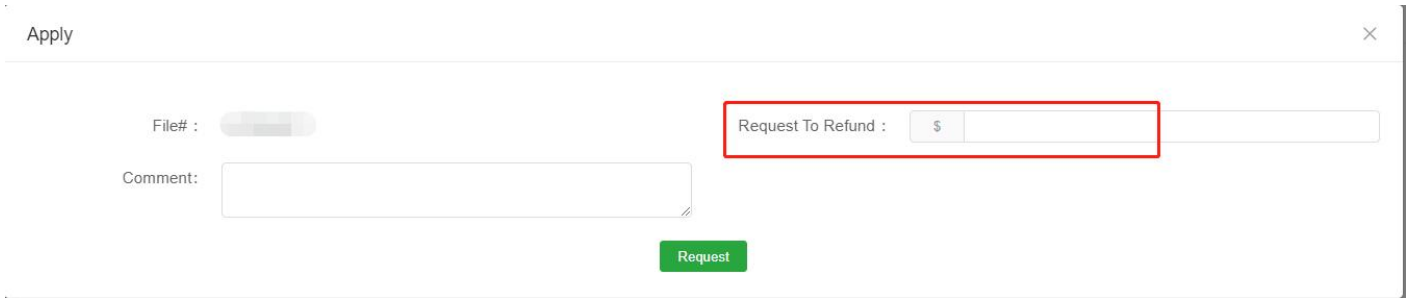
Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type
24-11	Non-Del // Test com...	VIN	Registered	10/12/2024	Active	DSCR 30 Yr ...

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



The screenshot shows the 'Appraisal Refund Request' page. The left sidebar has 'Appraisal Refund Request' highlighted with a green box. The main content area shows a 'Request' button and a 'No Data' message.

5. 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 the following fields:

- File# :** A text input field with a greyed-out value.
- Request To Refund :** A currency input field with a "\$" symbol and a red rectangular highlight around it.
- Comment:** A large text area for entering a message.
- Request:** A green button located below the comment field.

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

