

# Instructions for Appraisal 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 request appraisal order.

The screenshot shows the 'View Pipeline' page with search filters and a table of loan records. The search filters are 'Search By: Loan No.' and 'Begin With:'. The table has columns for Loan No., Channel, Borrower, Current Status, Status Date, Activity or Not, Loan Type, Loan Purpose, Loan Amount, Rate, Lock Exp., and Action. A 'View Pipeline' button is highlighted in the left sidebar.

Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp.	Action
2411	Non-Del // Test com...		Registered	10/12/2024	Active	DSCR 30 Yr ...	Cash Out	\$1,000,000.00	6.125		Status Control
241104	Wholesale // Whole...		Registered	10/10/2024	Active	DSCR 30 Yr ...	Rate/Term	\$426,000.00	5.500	11/10/2024	Status Control
241101	Wholesale // Whole...		Registered	10/10/2024	Active	Prime Full D...	Purchase	\$1,500,000.00	6.500	11/04/2024	Status Control
241101	Wholesale // 1231		Registered	10/09/2024	Active	QM Commun...	Purchase	\$50,000.00	5.625	11/18/2024	Status Control
241101	Wholesale // Whole...		Registered	10/09/2024	Active	FNMA/FHLM...	Purchase	\$261,000.00	5.250		Status Control
241104	Del // Corre Only Test		Purchase Condi...	10/09/2024	Active	Bank Statem...	Purchase	\$272,405.00	6.375	11/11/2024	Status Control
241101	Del // Corre Only Test		Package Received	10/09/2024	Active	Bank Statem...	Purchase	\$805,000.00	7.000		Status Control
241101	Del // Corre Only Test		Package Received	10/09/2024	Active	Bank Statem...	Purchase	\$566,400.00	6.375	11/11/2024	Status Control
241101	Non-Del // Test com...		CTC	10/09/2024	Inactive//10/1...	DSCR 30 Yr ...	Purchase	\$304,640.00	5.500	11/08/2024	Status Control

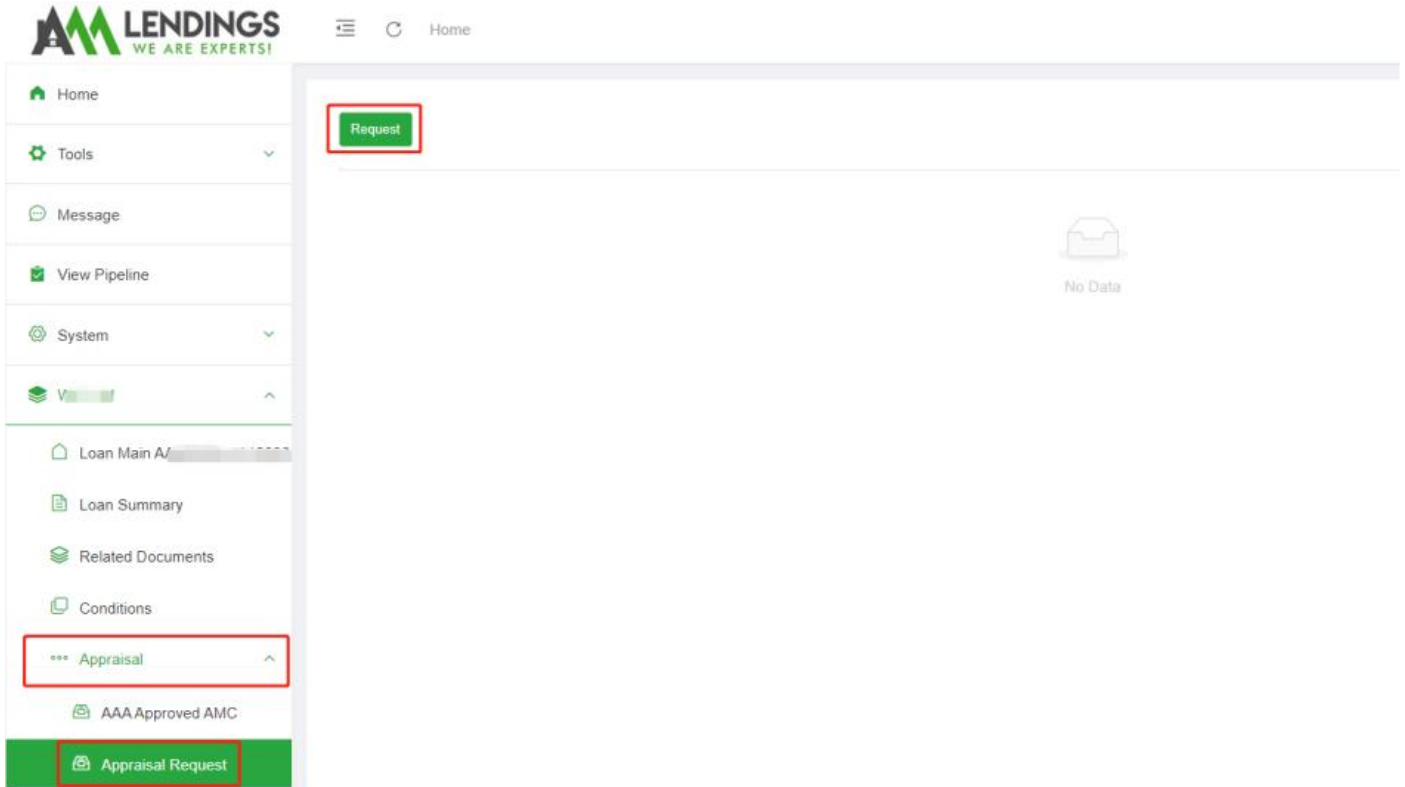
3. Click on the loan number or borrower's name will grant you access to the file

The screenshot shows the 'View Pipeline' page with search filters and a table of loan records. The search filters are 'Search By: Loan No.' and 'Begin With:'. The table has columns for Loan No., Channel, Borrower, Current Status, Status Date, Activity or Not, and Loan Type. A 'View Pipeline' button is highlighted in the left sidebar. The loan number '2411' and borrower 'VIN' are highlighted in red boxes.

Loan No.	Channel	Borrower	Current Status	Status Date	Activity or Not	Loan Type
2411	Non-Del // Test com...	VIN	Registered	10/12/2024	Active	DSCR 30 Yr ...

Request

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



5. Fill in the blanks with "\*" and provide related documents.

Apply ×

Payment proof

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 :

Request

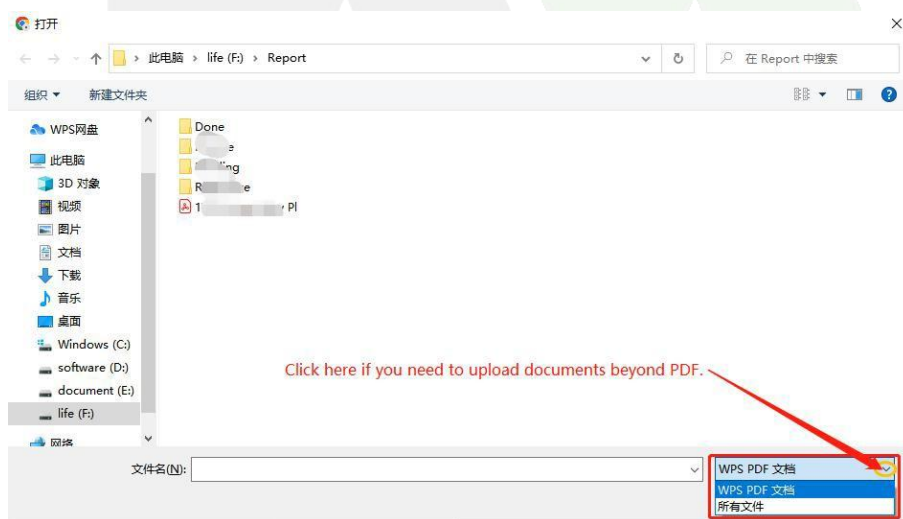
**Appraisal Fee:** The total fee of ordering appraisal for the file

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

**Comment:** Contact for inspection; the client can speak English or not; or any other special information that needs appraisal department or the appraisal know.

**Form:** Choose the form you need.

**Payment proof:** Click **Payment proof** to upload the RPA, payment proof etc. Click **Save** after the related documents are uploaded successfully.



6. Click **Request**, the Appraisal Department will receive your appraisal request.