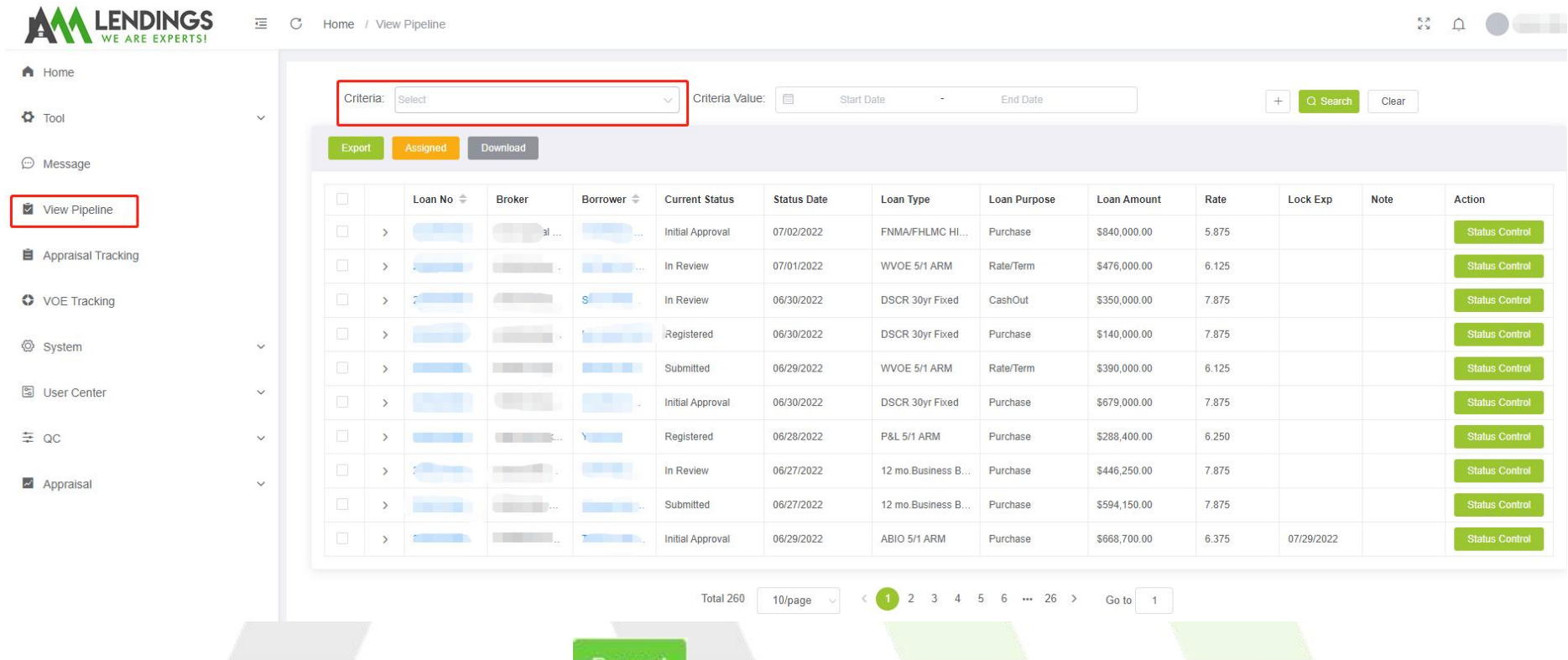


How to Request Appraisal Refund via TPO Portal

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.



Criteria: Criteria Value: -

	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			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			In Review	07/01/2022	WVOE 5/1 ARM	Rate/Term	\$476,000.00	6.125			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			In Review	06/30/2022	DSCR 30yr Fixed	CashOut	\$350,000.00	7.875			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Registered	06/30/2022	DSCR 30yr Fixed	Purchase	\$140,000.00	7.875			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Submitted	06/29/2022	WVOE 5/1 ARM	Rate/Term	\$390,000.00	6.125			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Initial Approval	06/30/2022	DSCR 30yr Fixed	Purchase	\$679,000.00	7.875			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Registered	06/28/2022	P&L 5/1 ARM	Purchase	\$288,400.00	6.250			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			In Review	06/27/2022	12 mo Business B...	Purchase	\$446,250.00	7.875			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Submitted	06/27/2022	12 mo Business B...	Purchase	\$594,150.00	7.875			<input type="button" value="Status Control"/>
<input type="checkbox"/>	>			Initial Approval	06/29/2022	ABIO 5/1 ARM	Purchase	\$668,700.00	6.375	07/29/2022		<input type="button" value="Status Control"/>

Total 260 10/page < 1 2 3 4 5 6 ... 26 > Go to 1

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



Home



Home

Tool

Message

View Pipeline

F

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: Loan No:

Upload Submission Files

Related Documents

File Management

Rate Lock

Contacts

Status Control



Home

Message

☒ View Pipeline

Loan Main /

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.

Apply

File# :

Request To Refund :

\$

Comment :

Request

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