

How to Request Loan Docs via TPO Portal

Thank you for choosing AAA LENDING. It is our goal to provide you with the best possible service. Please use this guide to help with the loan process about how to request loan docs via TPO Portal.

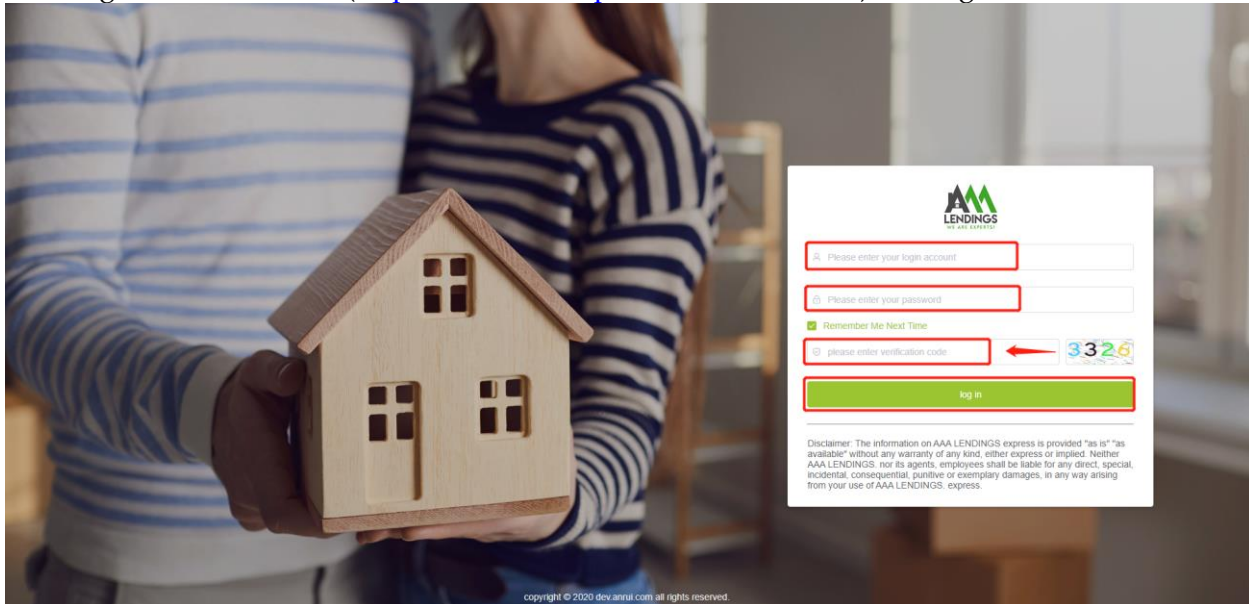
If you have any questions, please contact your AE.

Step 1: Find the subject file.....	2
Step2. Complete and Submit Docs Request	3

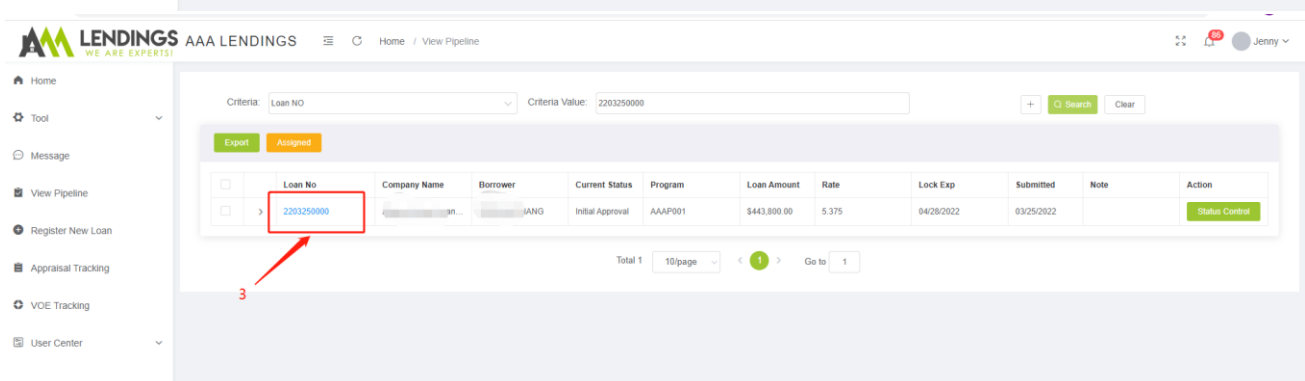
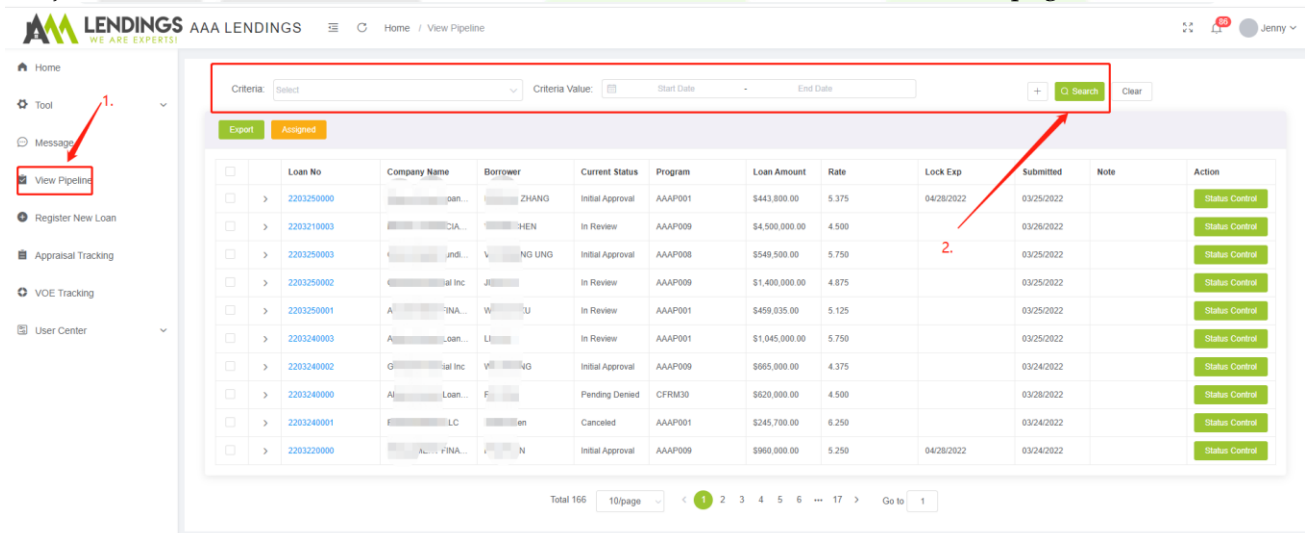


Step 1: Find the subject file.

1. Navigate to TPO Portal (<https://main.aaacapitalinvestment.com>) and login.

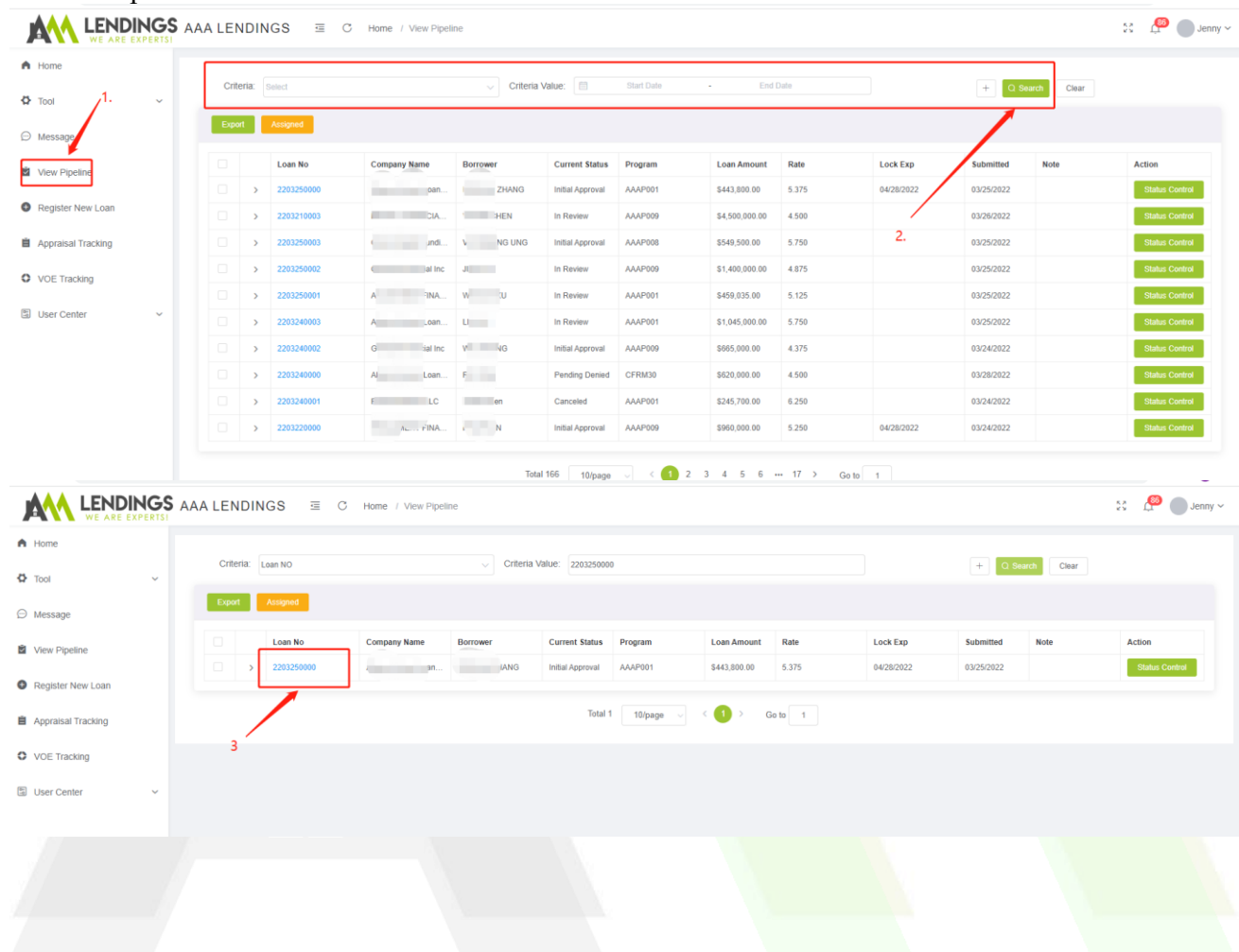


2. Click **"View Pipeline"** and search the subject file by some criteria, such as Loan No. Borrower, or Subject address, then click this file to enter the detailed loan case information page.




Step2. Complete and Submit Docs Request

1. Find and click "CD/Docs request" from the left navigation panel. Follow step 1-4 described below.
2. Complete the information in step 5 described below.
3. Download the Docs Request Form from the "Tool"-"Form" which includes all forms there, complete the Docs Request Form and upload the form here via button "Docs Request Upload", follow step 6-8 described below.



The screenshot displays the AAA LENDINGS "View Pipeline" interface. The left navigation panel includes options like Home, Tool, Message, View Pipeline (highlighted with a red box and arrow labeled 1), Register New Loan, Appraisal Tracking, VOE Tracking, and User Center. The main content area shows a table of loans with columns: Loan No, Company Name, Borrower, Current Status, Program, Loan Amount, Rate, Lock Exp, Submitted, Note, and Action. A search filter at the top is highlighted with a red box and arrow labeled 2, showing "Criteria: Select" and "Criteria Value: Start Date - End Date". Below the table, a red box and arrow labeled 3 points to the "Loan No" column header.

Loan No	Company Name	Borrower	Current Status	Program	Loan Amount	Rate	Lock Exp	Submitted	Note	Action
2203250000	...	ZHANG	Initial Approval	AAAP001	\$443,800.00	5.375	04/28/2022	03/25/2022		Status Control
2203210003	...	HEN	In Review	AAAP009	\$4,500,000.00	4.500		03/26/2022		Status Control
2203250003	...	NO UNG	Initial Approval	AAAP008	\$549,500.00	5.750		03/25/2022		Status Control
2203250002	In Review	AAAP009	\$1,400,000.00	4.875		03/25/2022		Status Control
2203250001	In Review	AAAP001	\$459,035.00	5.125		03/25/2022		Status Control
2203240003	In Review	AAAP001	\$1,045,000.00	5.750		03/25/2022		Status Control
2203240002	Initial Approval	AAAP009	\$665,000.00	4.375		03/24/2022		Status Control
2203240000	Pending Denied	CFRM30	\$620,000.00	4.500		03/28/2022		Status Control
2203240001	Canceled	AAAP001	\$245,700.00	6.250		03/24/2022		Status Control
2203220000	Initial Approval	AAAP009	\$960,000.00	5.250	04/28/2022	03/24/2022		Status Control



[Home](#)

Tool

Message

View Pipeline

YUHAN HUANG

Loan Main AAR20220624002

Loan Summary

Upload Submission Files

File Management

Related Documents

Lock Rate

Change Of Circumstance

CD/Doc Request

Contacts

Condition List

Appraisal Apply

Appraisal Refund Apply

Upload Submission Files

File Management

Related Documents

Lock Rate

Change Of Circumstance

CD/Doc Request

Contacts

Condition List

Appraisal Apply

Appraisal Refund Apply

Appraisal Tracking

CD/Doc Request

Go to CDC →

information

* Escrow officer

Please enter

Contact Person is required

* Escrow officer Phone

Please enter phone

Contact Phone is required

* Escrow officer Email

Please enter

Contact Email is required

Loan Docs Target Signed

Select date

Est. Signing Date is required

First Payment Date

Select date

First Payment Date is required

* Vesting As

Vesting As is required

☐ No Point with Fee
 ☐ Point with Fee
 ☐ No Point No Fee

Fee

A Origination Charges

Description	PayTo	Fee
Loan Discount Points	Select	\$
Loan Origination Fee	Select	\$
Underwriting Fee	Select	\$
Processing Fee	Select	\$

B Service Borrower Did Not Shop For

J Lender Credit

Description	PayTo	Fee
Lender Credit	Select	\$

Vesting

Add Title-Only

Type	Name	Poa	Action
		No Data	

CD request Upload

Drag the file here, or click upload

Notifications: Loan document must be redrawn with some fees if you want to change information after submitting the request for closing documents

☒ I have reviewed the accuracy of the information above and confirm that all fees are correct and FINAL.
 ☒ I acknowledge that I have read and agree to the above Terms and Conditions.

Submit

Docs Request Upload

Drag the file here, or click upload

Notifications: Loan document must be redrawn with some fees if you want to change information after submitting the request for closing documents

☒ I have reviewed the accuracy of the information above and confirm that all fees are correct and FINAL.
 ☒ I acknowledge that I have read and agree to the above Terms and Conditions.

Submit

4 / 4

06/27/2022 Version



Part 1 Docs Request Form

Dear Loan Officer:

In order to make sure loan docs information is correct, please finally confirm the following loan information before request for loan docs. Please perform your obligation on the subject file to confirm the loan information below.

Note: This form is used for interior only to confirm.

Borrower Name: _____ File number: _____

Subject Address: _____ Lender (Processor will complete) _____

CONFIRMATION	Comments	If change, please note here
Loan Amount		
Note Rate		
Term		
Rate Expired Date		
Rebate		
1st Payment Date		
Point		
Fee		
Final Vesting (If no, please provide the Escrow amended)		
Taxes Impound		
Insurance Impound		
Close In Trust		
POA		
Property Type		
HOA Name (If Condo/PUD)		

Note: If you want to change, Some item changed may require to be issued updated CD to borrower for signature.

Dear Loan officer, please be noted that following account statement(s) was (were) approved. Please prepare and make sure the funds wired to Escrow will come out from the following account to avoid sourcing new account statement

Bank Name		Bank account number
Donor Name	Relationship	Gift Funds Amount

Escrow Email: _____

Agent Email: _____

Agent Signature and Date(Signature only used for confirmation): _____

Agent Print Name: _____

Important Notice: If not confirmed, once loan docs drawn show wrong information, I won't be obligated and responsible for this.



Part 2 Docs Request Form

Processor Obligation (Processor will complete below)

Initial LE Date		
Locked LE Date		
CD(s) Date		
1 St Day to Sign Loan Docs		

(If ARM)

Index Type		Margin		Index		Floor Rate	
Index Source							

Document Request:

Locked Confirmation			
Trustee Information			
Estimate Closing Statement			
Insurance Policy			
Master Insurance			
Cost Estimator			
Vesting Amendment/Grant Deed			
Appraisal Invoice and Report with full pages		Note: PIW	
Prelim Report			
**Flood Certification			
**ARM Rate Sheet(Index Sheet)			
**MI Cert			
HOA document with HOA name			
Trust Document with Full Trust Name			

Compliance Package

Pre-Closed CD			
Proof of Delivery for CD			
Locked LE			
Proof of Delivery for Locked LE			
Initial LE			
SPL			
Proof of Delivery for Appraisal		Note :PIW	
COC for Rate Lock			
COC for other			