

## How to Upload Conditions via TPO Portal

Thank you for choosing AAA LENDINGS. 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 upload conditions via TPO Portal. If you have any questions, please contact your Account Executive or Loan Coordinator (coordinator@aaalendings.com).

Note: If you do not know how to upload the condition documents or fail to upload, you can also email condition documents to Loan Coordinator <u>coordinator</u> <u>aaalendings.com</u> for help.





117 S Garfield Ave, Alhambra, CA 91801 (626) 566-8495 | NMLS #295075

## 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.

_1. ~	Crite	eria:	Select		<ul> <li>Criteria</li> </ul>	Value:	Start Date	- End	Date	]	+ Q Se	Clear	
			Loan No	Company Name	Borrower	Current Status	Program	Loan Amount	Rate	Lock Exp	Submitted	Note	Action
		>	2203250000	oan	ZHANG	Initial Approval	AAAP001	\$443,800.00	5.375	04/28/2022	03/25/2022		Status Con
New Loan		>	2203210003	CIA	HEN	In Review	AAAP009	\$4,500,000.00	4.500		03/26/2022		Status Con
Tracking		>	2203250003	undi	V NG UNG	Initial Approval	AAAP008	\$549,500.00	5.750	2.	03/25/2022		Status Con
king		>	2203250002	al Inc	JI	In Review	AAAP009	\$1,400,000.00	4.875		03/25/2022		Status Con
		>	2203250001	A INA	w tu	In Review	AAAP001	\$459,035.00	5.125		03/25/2022		Status Cor
ter 🗸		>	2203240003	A Loan	U	In Review	AAAP001	\$1,045,000.00	5.750		03/25/2022		Status Cor
		>	2203240002	G ial Inc	V VG	Initial Approval	AAAP009	\$665,000.00	4.375		03/24/2022		Status Cor
		>	2203240000	Al Loan	F	Pending Denied	CFRM30	\$620,000.00	4.500		03/28/2022		Status Cor
		>	2203240001	F LC	en	Canceled	AAAP001	\$245,700.00	6.250		03/24/2022		Status Cor
		>	2203220000	AL FINA	N	Initial Approval	AAAP009	\$960,000.00	5.250	04/28/2022	03/24/2022		Status Con





**Step 2: Upload Condition Documents** 1. Open the Folder Icon " <sup>C</sup> " to upload the condition documents; follow step5-7 described below.

2. Submit the docs of the conditions, follow step 8-10 described below.

Important Note!!! : Please make sure the "Submit" button in step 10 finally is clicked, otherwise, the Underwriter won't receive notice for reviewing.

	AAA LENDINGS	⊡ C Home						53 🔎	Jenny ~
A Home									
🗘 Tool 🗸 🗸	Borrower		Program 7/1 ARM	Status Initial Approv	val	NoteRate 4.875%	DTI 39.766%	LTV / CLTV / HCL 60%/60%/09	TV Ko
💬 Message		<b>5</b> .							
View Pipeline	Funder PTF Condition						Attention: Click this button for submi	tting → Sub	omit
SIAJUN YAO	Upload File	Type Funder PTF Condition	Code	Condition Descriptions All conditions must be emailed to Jess (NOTE: Please be aware that Our cur	se Chang <jesse@aaalendings.c rent turnaround is 24 hours due i</jesse@aaalendings.c 	com≻,Evan BI ≺evan@aaalendings to high volume, please schedule ai	.com>,Funding Review <review@aaalendings.com> ccordingly or you May expect delays! )</review@aaalendings.com>	Created Time	Status Send
Loan Summary Upload Submission Files File Management		Funder PTF Condition		Master insurance with at least \$1 milli OT/Note * Property address * Mortgag nly required when Master include HO6 may not exceed 5% of the applicable a o be added. (If Master Insurance inclu	on general liability and building c gee Clause/Certificate Holder: A/ 5) * Wilh "per-occurrence" verbia amount of coverage * Building or ides Walls-In/replacement/Better	overage and must include the follo VA Capital Investment Inc.ISAOA, ge * On all condo projects over 20 dinance / Law endorsement is req ments and Improvements, then HC	wing info: " Borrower's name(s) to be matched with D 117 S Garfield Ave. Althembra CA 91801 AND Ioan # (O units, Fidelity Bond Coverage is in place * Deductibles unit di the condo is 25 years old or more * Policy No. t >6 is not required)		Send
Related Documents				Total 2 10	/page 🗸 < 🚺 >	Go to 1			
Lock Rate     Lock Rate     Change Of Circumstance	Lender Conditions						Attention: Click this button for submi	tting → Sub	mit
CD/Doc Request	Upload File	Туре	Code	Condition Descriptions				Created Time	Status
Contacts					No Data				
Register New Loan				Total 0 10	Vpage 🦂 < 🚺 >	Go to 1			
Appraisal Tracking									
	AAA LENDINGS	⊡ C Home						50 🦉	Jenny ~
A Home									
🗘 Tool 🗸	Borrower	EN	Program 7/1 ARM	Status PTD Upda	ted	NoteRate 4.75%	DTI 33.549%	LTV / CLTV / HC 70%/70%/70	LT∨ 0%
💬 Message					rop PDF files (one or	more			
View Pipeline					for Upload				
S JOHNNY CHEN					(for Click to upload)		8		
Loan Main AAAR20220318000			6.				°.		
Loan Summary									le.
Dipload Submission Files								Back Upload	Download all
File Management	Upload History								
Related Documents		Up	load File		Uploader		Note	Up	load Date
Lock Rate					No Data				
Change Of Circumstance									
CD/Doc Request									
Contacts									
Condition List									

## AAA LENDINGS



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A Home								
🗘 Tool 🗸		Borrower	N	Program 7/1 ARM	Status NoteRate DTI PTD Updated 4.75% 33.549%	LTV / CLTV / HCL 70%/70%/70	LTV / CLTV / HCLTV 70%/70%/70%	
⊖ Message	1000	0.0		9.				
View Pipeline	UW-PT	D Conditions			10. Attention Contemp	Submitting →	imit	
S JOHNNY CHEN		Upload File	Туре	Code	Condition Descriptions	Created Time	Status	
Loan Main AAAR20220318000			UW-PTD Conditions	ASSET-M001	Provide most recent two months bank statements for reserve no less than \$(0,909), "Gift can not be used as reserve. Total needed funds \$(23 ing funds required to close \$(204,668.8) + reserves \$(31,646.72).	.315.52): includ 03/29/2022 17:24:52	Send	
Loan Summary Upload Submission Files			UW-PTD Conditions	NOTE-M002	Note: Traini sporwed assets 5(47:1042-28); including C1TI #4402 5(27:0.042-28); gH 5(28:1.000) Total needed funds 5(23:6.315 52); including fun Ince 5(20:468.8) + esserves 5(3:1.646.72); Combined loan Intal needed funds 5(244.335 00); including funds required to close 5(21:1.631) + ne 00);	ds required to c erves \$(32,797. 03/29/2022 17:24:52	Send	
A File Management			UW-PTD Conditions	Appraisal-M003	Appraisal report is pending review. Broker does not do anything at this moment.	03/29/2022 17:24:52	Send	
Pile Management			UW-PTD conditions		WVOE is pending on QC department verify. Broker deos not need to do anything at this moment.	03/29/2022 17:24:52	Send	
Related Documents			UW-PTD conditions		Loan is subject to Lender quality control.	03/29/2022 17:24:52	Send	
🙆 Lock Rate		]			Total 5 10/name ( Go to 1			
Change Of Circumstance								

