

## How to use the appraisal tracking in 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 use the appraisal tracking in TPO Portal.

If you have any questions, please contact your Account Executive or Loan Coordinator (wholesaleprocessing@aaalendings.com).

Note: If you do not know how to use the appraisal tracking in TPO Portal, you can also email your questions to Appraisal Department (appraisal@aaalendings.com) for help.

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## Step1: How to find the Appraisal Tracking

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



2. Find the Appraisal Tracking on the left list.

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•	Home	Welcome To AA		
Ø	Tool	~		
<u></u>	Message			
Ż	View Pipeline			
Ē	Appraisal Tracking			
0	VOE Tracking			
æ	Investor Information		Waiting Task ——— Goal Tasl	
69	User Center	Export		



## Step2: How to check the appraisal status

1. Search by Progress/Loan ID/Address to find the file you want to check status.

Pr	rogress: Select One	V Loan ID:		Address:	Canceled:	Select One	Search Reset
	Loan ID	Progress				Address	Borrower
	AAR20220331001	(1) 03/31/2022 Submit	2 Appraisal orderd	3 Inspection date	(4) Appraisal report b ack	680 NILE RIVER DR Oxnard CA 93036	PHUONG ANH HOANG
	AAR20220331000	(1) 03/31/2022 Submit	2 Appraisal orderd	3 Inspection date	Appraisal report b ack	1631 ALMANOR ST Oxnard CA 93030	HAI DUC DUO NG
	AAAR20220330002	03/30/2022 Submit	03/31/2022 Appraisal orderd	3 03/31/2022 Inspection date	Appraisal report b ack	2782 E HOWLETT LN Ontario CA 91762	TRAVIS SMITH

Step3. How to track or rush the report if the system does not have any update.

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rogress: Select One	e v Loan ID:	Addres	s:	Canceled: Select One	Q Search Reset			
Loan ID	Progress				Address	Borrower	Is Canceled	Action
shirley1	1 Submit	2 Appraisal orderd	3 Inspection date scheduled	(4) Appraisal report back	16551 MERC LN Lockport IL 60441	HE LI	[	Tracking
test444	Submit	2 Appraisal orderd	3 Inspection date scheduled	(4) Appraisal report back	10022 NE 110TH ST KIRKLAND WA 98033	HE LI		Tracking
2021040905	06/21/2022 Submit	06/21/2022 Appraisal orderd	Inspection date scheduled	06/21/2022 Appraisal report back	1717 LOUISE AVE Arcadia CA 91006	LEI TANG		Tracking



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Loan no:	2021040905
Current status:	Coc In
Reason For Tracking:	Please fill what you want to track, the inspection or the report
Date of Report Back:	Please the date you need the report back

3. Our appraisal department will reply to you when they receive the tracking request.

## Step 4: How to find the appraisal report in TPO

1. Click on **View Pipeline**, then select **Criteria**. Choose either **Borrower**, **Property Address**, or **Loan NO** from the drop-down list, and enter the corresponding content in the **Criteria Value** field. Finally, click on **Search**.

alina			Funded	rrent Status	Status Date	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp.
1.		)	Loan NO	jistered	03/15/2024	DSCR 30yr Fixed	Purchase	\$378,950.00	8.125	
Tracking		)	Property Address	Review	03/15/2024	FNMA/FHLMC C	Rate/Term	\$610,000.00	5.500	
Criteria:	Loan NO				~	Criteria Val	ue: 2			
Criteria:	Loan NO				$\sim$	Criteria Val	ue: 2			
Criteria:	Loan NO				~]	Criteria Val	ue: 2			
Criteria:	Loan NO		Download		~	Criteria Val	ue:			
Criteria:	Loan NO Assigned		Download		~	Criteria Val	ue: 2			
Criteria: Export	Loan NO Assigned Loan N	lo. ‡	Download Broker	Borrower ≑	Curre	Criteria Val	ue:	s Date	Lo	oan Type

3. Navigate to **File Management** in the left-hand panel. Then, on the right-hand side, find **Appraisal Packages** and click on it to view all uploaded appraisal reports and files submitted during the appraisal request.



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🗘 Tool 🗸	File Management
💬 Message	Submission Packages (1)
View Pipeline	CD & Docs Request (0)
۰ ( )	QC-TRID Conditions (0)
Loan Main A 2	Final Packages (0)
Loan Summary	Lender Conditions (42)
Upload Submission Files	Appraisal Packages (6)
File Management	Upload File Download Delete
Related Documents	
Lock Rate	File
CD/Docs request	cc-signed.pdf 01.19.2024 19.31.21.pdf
Contacts	2 AVE 01.26.2024 16.00.36.pdf
Condition List	Credit Card Authorization - final inpsecion.pdf 02.01.2024 15.42.05.pdf
Appraisal Request	2 VE 02.06.2024 15.16.37.pdf
	3CITO AVE_02.06.2024_21.18.03.pdf