Data Request List
Company: Edge Home Finance
Industry: Mortgage Brokerage

Financial Data

Priority: HIGH | Requests: 8
Note: All financial data should be provided in Excel format where applicable

1. Monthly P&L statements 2020-2024 directly from accounting system
   Format: Excel | Timeframe: 2020-2024

2. Monthly balance sheets 2020-2024
   Format: Excel | Timeframe: 2020-2024

3. QuickBooks data export with all transaction detail 2020-2024
   Format: QuickBooks backup file | Timeframe: 2020-2024

4. Monthly cash flow statements and bank reconciliations 2020-2024
   Format: Excel/PDF | Timeframe: 2020-2024

5. Loan originator commission reports by individual LO showing units, volume, and compensation 2020-2024
   Format: Excel | Timeframe: 2020-2024

6. Monthly revenue breakdown by state and loan type 2020-2024
   Format: Excel | Timeframe: 2020-2024

7. Everee payroll reports showing daily commission payments to LOs 2023-2024
   Format: Excel/PDF | Timeframe: 2023-2024

8. Accounts receivable aging reports and wire confirmation details for pending commissions
   Format: Excel | Timeframe: Current

Operations

Priority: HIGH | Requests: 6

1. Complete loan origination data export from ARIVE system showing all loans, status, and originator details 2020-2024
    Format: Excel/CSV | Timeframe: 2020-2024

2. Monthly loan production reports by LO showing units, volume, loan types, and purposes 2020-2024
    Format: Excel | Timeframe: 2020-2024

3. Lender scorecards showing volume distribution across all lending partners 2020-2024
    Format: Excel | Timeframe: 2020-2024

4. Processing time metrics and loan cycle time reports 2022-2024
    Format: Excel | Timeframe: 2022-2024

5. Quality control reports and loan defect rates by originator 2022-2024
    Format: Excel/PDF | Timeframe: 2022-2024

6. Client Care Team cross-state origination reports (~50 units/month referenced)
    Format: Excel | Timeframe: 2023-2024

Sales & Marketing

Priority: MEDIUM | Requests: 5

1. Complete LO roster with hire dates, production history, and Success Share participation
   Format: Excel | Timeframe: Current

2. Bonzo CRM export of all recruiting pipeline data and contact history
   Format: CSV/Excel | Timeframe: 2022-2024

3. Model Match data reports used for recruiting with target LO identification
   Format: Excel/PDF | Timeframe: 2023-2024

4. Inside Edge and Deep Dive webinar attendance records and conversion metrics
   Format: Excel | Timeframe: 2023-2024

5. Realtor's Edge event attendance lists and ROI analysis
   Format: Excel | Timeframe: 2023-2024

Legal & Compliance

Priority: MEDIUM | Requests: 4

1. All state mortgage broker licenses and renewal dates
   Format: PDF | Timeframe: Current

2. Corporate formation documents, bylaws, and ownership records
   Format: PDF | Timeframe: All

3. BSA compliance policies, procedures, and training records
   Format: PDF | Timeframe: Current

4. Settlement documentation for the referenced client lawsuit and any other litigation history
   Format: PDF | Timeframe: All

Technology & Systems

Priority: MEDIUM | Requests: 4

1. Complete technology stack documentation with vendor contracts and pricing
   Format: PDF/Excel | Timeframe: Current

2. ARIVE system configuration documentation and user statistics
   Format: PDF | Timeframe: Current

3. BambooHR employee data export with all LO and support staff details
   Format: CSV/Excel | Timeframe: Current

4. Monthly technology fee billing reports showing $85/LO charges
   Format: Excel | Timeframe: 2023-2024

Human Resources

Priority: LOW | Requests: 3

1. Complete employee census with W-2/1099 status, compensation, and tenure
   Format: Excel | Timeframe: Current

2. LOA and Processor assignments by loan originator with compensation arrangements
   Format: Excel | Timeframe: Current

3. Employee handbook, compensation policies, and Success Share program documentation
   Format: PDF | Timeframe: Current

Market & Customer Data

Priority: MEDIUM | Requests: 3

1. Geographic distribution analysis of loan originations by state and MSA
   Format: Excel | Timeframe: 2022-2024

2. Referral source analysis showing realtor partnerships and lead sources by LO
   Format: Excel | Timeframe: 2023-2024

3. United Wholesale Mortgage partnership documentation and performance metrics
   Format: PDF/Excel | Timeframe: 2022-2024

Assets & Property

Priority: LOW | Requests: 2

1. Minnetonka office lease agreement expiring October 2025
   Format: PDF | Timeframe: Current

2. Fixed asset register and depreciation schedules
   Format: Excel | Timeframe: Current