



Dear Buyer and Buyer's Realtor,

Thank you for the opportunity to facilitate the short sale process for you. CK Capital Management serves as the liaison between all parties to the property sale to successfully facilitate the short sale review. A Short Sale is the result of a homeowner not having enough equity to pay off all debts related to the property in full. Our services include resolving any additional liens or judgments against the property to provide clear title to a buyer.

Please note that a purchase offer will require any applicable party with a claim against the property to accept less than the full amount owed to them, which is a process referred to as a **Short Sale**. As such, your offer will be subject to the approval of the mortgage lender(s) and/or any lien or judgment holders, if applicable.

Our management team has over 25 years of experience facilitating short sales for realtors and their clients. CK Capital Management has established relationships with the nation's leading mortgage lenders and financial institutions, further enabling us to bring about win-win solutions for our clients. We have built a strong track record in the short sale industry which results in higher approval rates than other sources.

Our primary goal is to help all parties involved in the transaction achieve a successful outcome. We understand that the short sale process can be complex and, at times, confusing for buyers. Our team is committed to maintaining clear and consistent communication throughout the process to ensure that everyone stays informed and aligned.

Each mortgage lender, and/or judgment/lien holder has unique requirements and review timelines for short sale offers. Based on our experience, the typical review period ranges from 45 to 60 days.

We welcome the opportunity to work with you, and we are available to answer any questions you may have about our services, or the short sale process. We look forward to working with you towards a successful purchase of your new property.

Please feel free to contact our office at your convenience at (302) 543-8462 or toll-free at (800) 991-6219.

Warm regards,

Denise McCormick

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President



Summary of Services Provided to Buyer and Buyer Realtor

At CK Capital Management, our mission is to assist homeowners in completing short sales, selling their properties for less than what is owed to mortgage lenders, lien holders, and judgment holders. As part of this process, we also provide full support to buyers and their realtors, helping them successfully navigate the often complex and time-sensitive short sale transaction.

Services We Provide

We offer the following services to buyers and their realtor:

- **Expert Guidance**
Responding to all buyer and realtor inquiries related to the short sale process and requirements.
 - **Document Review & Support**
Reviewing and explaining the documentation needed to engage CK Capital's services.
 - **Offer Presentation**
Submitting the buyer's offer and credit pre-qualification directly to the seller's mortgage lender, lien holders, and judgment holders.
 - **Progress Updates**
Providing consistent communication and status updates every 5–7 business days to all parties involved.
 - **Approval Letter Coordination**
Supplying the short sale approval letter(s) and lien releases to the buyer's mortgage company for final loan underwriting.
 - **Title Resolution**
Assisting with the resolution of title issues to ensure a clear and marketable title for the buyer at closing.
 - **Closing Coordination**
Working directly with the closing attorney or title/escrow company to ensure all short sale approval conditions are met.
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Our Commitment

The short sale process can be lengthy and challenging. Timely follow-up, attention to detail, and effective communication are essential to a successful outcome. Our experienced team is committed to managing the process efficiently and professionally, keeping you informed and supported every step of the way.

While short sales offer the potential for purchasing properties below market value, it's important to understand that the process requires patience and flexibility. We're here to help you navigate those challenges and work toward a smooth, successful closing.



Short Sale Buyer Submission Requirements

1. Sales Contract & CK Capital Documents

A. Fully Executed Sales Contract

- Must be **complete and legible**.
- Must include **all required buyer and seller signatures**.

B. Required CK Capital Management Documents

Submit the following signed documents included in this short sale package:

- **Short Sale Fee Agreement**
 - Must be signed by the buyer
(CK Capital will sign upon offer submission)

2. Closing Team Information

A. Attorney / Title Company

- Name of Attorney Office, Title Company, or Escrow Company
- Assigned Closer or Paralegal
- Phone number and email address

B. Conveyancer / Settlement Coordinator

- Full Name
- Company Name (if applicable)
- Phone number and email address

Note: Contact information is required at the start of the process for tax certification coordination.



3. Proof of Funds – Full Purchase Price

Buyer(s) must verify the ability to pay the **entire purchase amount**, including any financed and cash portions.

A. Mortgage Pre-Approval (if financing)

Pre-approval must include:

- Mortgage company name
- Loan amount
- Buyer's full legal name(s)
- Mortgage representative's name and signature
- Date (within 30 days of contract)

B. Proof of Cash Funds

- Recent financial statement showing liquid assets
- Buyer's name and the financial institution's name (e.g., bank or 401(k) provider)

4. Entity Buyers – LLC or Corporation (If Applicable)

A. For LLC Buyers

- Articles of Organization (fully executed)
- Operating Agreement (must list members and ownership percentages)
- Proof of funds in LLC's name
- Proof of buyer's relationship with the LLC

B. For Corporation Buyers

- Articles of Incorporation
- List of shareholders and officers
- Proof of funds in the corporation's name
- Proof of buyer's relationship to the corporation



Short Sale Fee Agreement

This Fee Agreement is made by and between CK Capital Management Corp, herein referred to as "Facilitator," and _____, herein referred to as "Buyer(s)," in connection with the sale of the property located at: _____, herein referred to as "Property."

By signing this agreement, Buyer acknowledges that Facilitator is performing a service which results in the property being sold for less than what is owed to the mortgage lender(s) and/or applicable lien and judgment holder(s), also known as, and herein referred to as a "**Short Sale**".

Buyer acknowledges and agrees to all of the following terms of the Fee Agreement:

- A) The buyer's offer and final contract sales price for the property is below the total balance due to the seller's mortgage lender(s) and/or lien & judgment holder(s), and therefore, the offer is subject to the mortgage lenders(s) and/or lien & judgment holder(s) approval.
- B) Facilitator is working on behalf of all parties to gain approval from the seller's mortgage lender(s) and/or lien & judgment holder(s) to accept the buyer's offer for less than what is owed.
- C) The buyer agrees and acknowledges to pay facilitator for its Short Sale services. **The facilitator shall receive a fee in the amount of \$5,000**, to be paid by the buyer at time of closing.
- D) Both buyer and facilitator agree that in the event the short sale is not approved by mortgage holder(s) and/or lien & judgment holder(s), and the property sale does not occur, the buyer has **no contractual obligation** to the facilitator and the facilitator will receive **no fee**.
- E) Buyer agrees to hold facilitator, seller, and any realtors or brokers engaged in the purchase and sale of the property harmless, and keep them exonerated from any liability, damage, loss or expense incurred or claimed by acts or neglects of facilitator or its employees related to the Short Sale on the subject property.

Signed and acknowledged: _____
Buyer Date

Buyer Date

CK Capital Management Corp Date