

JUDGMENT(S) or LIEN(S)

Judgment(s) or lien(s) appearing on your credit report, exceeding over \$500.00 in the aggregate, **MUST BE PAID IN FULL** before the Board can issue the license.

Required Documentation:

STATE TAX LIENS: A letter of release from the Alabama State Department of Revenue (ADOR) indicating that payment for the tax lien has been received and the lien is scheduled for release. Contact ADOR's Collection Services at (334) 242-1220.

FEDERAL TAX LIENS: A letter of release from the Department of Internal Revenue Service (IRS) indicating that payment for the tax lien has been received and the lien is scheduled for release.

NOTE: The case number of the tax lien on the release letter from the ADOR or IRS MUST match the case number reflected on the credit report.

- ◆ If you do not have a satisfaction and release of the judgment or lien, the Board MAY accept other evidence that the judgment or lien has been paid, such as a copy of the receipt or cancelled check (front & back) indicating payment of the judgment or lien.

DISPUTED JUDGMENT OR LIEN: Send a written explanation of the dispute and copies of any letters or faxes that you have sent to the creditor.

INCORRECTLY REPORTED JUDGMENT OR LIEN (you believe it is not yours): Contact Holloway Credit Solutions at (334) 396-1310 / (800) 264-2700, extension 1310.

Mail, fax or email the requested documents to:

Home Builders Licensure Board

Attention: Kelley Davis

445 Herron Street, Montgomery, Alabama 36104

Phone: (334) 242-4635; Fax: (334) 263-1397

Kelley.Davis@hblb.alabama.gov

Please include your file number with your documentation