

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

**OFFICE OF JUDICIAL RECORDS
(Formerly known as “The Office of the Prothonotary”)**

Water and Sewer Liens

Water and Sewer Lien information is available through icons and links on the computers located in the Office of Judicial Records, Room 262, City Hall, Philadelphia PA 19107, as follows:

- 1) Liens for **Water Service** and **Water and Sewer Service** are available by searching the “**Locality/In Rem Index**” which is updated daily. **To access the Locality/In Rem Index:**
 - (a) Click on the “**OJR – Judgment + Lien Index**” icon on the desktop.
 - (b) Select/click on “**Locality and In Rem Index Daily**” from the list of judgment/lien index files to open the report.
 - (c) The **Find** tool for Adobe Reader may be used to narrow the search. Use the keyboard to enter Ctrl F or right-click on the mouse and click **Find** to initiate the tool to conduct a search of the various data fields.
 - (d) The column titled “**Term Number**” is the lien number for each record displayed (term number = lien number).

- 2) Liens for **Miscellaneous Water and Sewer Charges** consist of liens for amounts owed for the cost of certain repairs, labor, and equipment provided to a water customer, such as replacing a broken or missing meter, fixing a water customer’s curb stop. *Miscellaneous Water and Sewer Liens* can be accessed by clicking the “**Water and Sewer Service Receivables**” icon on the desktop. This database is searchable by *Customer Name*, *Account Number*, or *Property Address* and contain not only the lien amount, but also the current balance due.

Search:

- (a) Use the pull-down menu and choose one parameter:
 - Customer Name
 - Type first name or last name. Do NOT type a space after the last letter.
 - Click “Go” to search.

 - Account Number
 - Type 00 then the middle 10 digits of the customer’s Water Revenue Bureau (WRB) account number, for a total of 12 digits. For example, 060-41550-01120-001 becomes 004155001120.
 - Click “Go” to search.

 - Property Address
 - Use the pull-down menu to choose the street name first. Then type the house number. Do NOT type a space after the last number or letter. Then use the pull-down menu to choose a street direction, if applicable.
 - Click “Go” to search.

Search Results:

- (b) If the property is subject to a miscellaneous water/sewer receivable or lien, the Lien Number, a description of the work, the amount of the lien, payments made and Balance owed will display on the right side of the screen.

- (c) If the result says “*No Outstanding Balance*,” the property is not subject to a miscellaneous water/sewer receivable or lien.
- (d) If the result says “*No Data Found*,” the property is either not subject to a miscellaneous water/sewer receivable or lien, OR the data you entered in Step B is incorrect. Call the WRB’s Agency Receivables Unit at 215-686-6963 to confirm.

3) Liens for **Water Usage, Sewer and Stormwater Charges** consist of liens entered for amounts owed for water usage, service charge and stormwater charge for a specified time period. *Water Usage, Sewer and Stormwater Liens* can be searched by clicking the “[Water Lien Search](#)” icon on the desktop. This database is searchable by *Customer Name, Account Number, or Property Address*.

Search:

(a) Enter one of the parameters in the search field and click “**Find**.”

- Customer Name
 - Type last name then first name, last name only, or first name only. For example, type Smith John, Smith, or John to search for John Smith.
 - Click “Find” to search.
- Account Number
 - Type the customer’s 16 digit Water Revenue Bureau (WRB) account number. Do not type hyphens. For example, enter account number 060-41550-01120-001 as 0604155001120001.
 - Click “Find” to search.
- Property Address
 - Type property number then street name. Use street-type abbreviations. For example, type RD for Road, ST for Street, etc.
 - Street-type abbreviations must be capital letters.
 - Click “Find” to search.

Search Results:

- (b) If the property is subject to a Water Usage, Sewer Charge, or Stormwater Charge lien, the amount owed will display on the screen.
- (c) If the result says “**No Liens Found**” the property is not subject to a Water Usage, Sewer Charge, or Stormwater Charge lien.
- (d) If the result says “**No Matches Found. Please Try Again**,” the data you entered is incorrect. Please enter correct data.

For additional information, see the attached *City of Philadelphia Water Lien Guide*

Eric Feder
Deputy Court Administrator
Director, Office of Judicial Records

CITY OF PHILADELPHIA WATER LIEN GUIDE

This guide provides a brief explanation of water related property liens in Philadelphia. If you have additional questions after reviewing this guide, please use the contact information provided below to speak with a representative.

I. Water Service Liens and Water and Sewer Service Liens

a. What are they?

Water Service Liens and Water Sewer Service Liens are amounts owed to the Philadelphia Water Department for services provided to the water customer's property pursuant to a HELP loan contract entered into between the Philadelphia Water Department and the water customer.

b. Who do I contact for additional information?

For questions regarding a water and sewer receivable, you can contact the Water Revenue Bureau's Agency Receivables Unit at (215) 685-9601 or PWD's Customer Service Unit at 215-685-9601.

II. Water and Sewer Service Receivables

a. What are they?

Water and sewer service receivables are amounts owed to the Philadelphia Water Department, which have been filed as liens against the property, for the cost of certain repairs, labor, and equipment provided to a water customer. These costs include, but are not limited to, replacing a broken or missing meter, fixing a water customer's curb stop, or payments due on a HELP Loan. Some charges listed in this database may be also listed in Section I above.

b. Who do I contact for additional information?

For questions regarding a water and sewer receivable, you can contact the Water Revenue Bureau's Agency Receivables Unit at (215) 685-9601 or PWD's Customer Service Unit at 215-685-9601.

III. Water and Sewer Charges from the Water Lien Search database

a. What are they?

There are three parts to a water and sewer charge which have been filed as liens against the property for: (1) a usage charge, (2) a service charge, and (3) a stormwater charge.

- i. **Usage Charge.** This is the amount a water customer is charged for the amount of water used at the customer's property.
- ii. **Service Charge.** This is the amount charged by the Philadelphia Water Department to cover the cost of maintaining each water customer's connection to the larger water main.
- iii. **Stormwater charge.** When it rains or snows some of that water runs off into the sewer system and must be treated by the Philadelphia Water Department. The stormwater charge is the amount each water customer is charged to cover the cost of treating the water runoff from her property.

b. Who do I contact for additional information?

For questions about usage and service charges, you can contact the Water Revenue Bureau at (215) 686-6880. For questions about stormwater charges, you can contact Stormwater Billing at (215) 685-6300. Requests for pay-off can be emailed to Kelly McDermott (Kelly.McDermott@phila.gov).

NOTICE: You may send an e-mail to amountdue@phila.gov to request pay-off amounts for all water, real estate tax, and business tax liens. You must specifically request information on water liens. You will receive a response within three (3) business days.