

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

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

Real Estate Tax Liens and Charges

Information regarding whether real estate in Philadelphia is subject to a *tax charge* or to a *tax lien* is available through the Office of Judicial Records Judgment and Lien Index, accessible from computers located in Room 262, City Hall, Philadelphia PA 19107 as follows:

1) ***Real Estate Tax Liens***. Consult the Office of Judicial Records’ Index to determine whether overdue real estate taxes have been reduced to *Real Estate Tax Liens*. To access the “*Locality/In Rem Index*”, please follow these Instructions:

- Select/click the icon labeled “***OJR – Judgment + Lien Index***” located on the desktop.
- Select/click on “***Real Estate Tax Report Weekly***” from the list of judgment/lien index files to open the report.
- 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.
- The column titled “***Term Number***” is the lien number for each record displayed (term number = lien number).

2) ***Real Estate Tax Charges***. To determine whether there are overdue *tax charges* for a property (which have not been reduced to a *Real Estate Tax Lien*), please follow these instructions:

- From the desktop, click on the icon labeled “***MOIS.***”
- Type CICS1 at the first prompt and hit ENTER
- Hit the Escape button on the top left hand corner of the keyboard
- Type NDB2 and hit ENTER
- In the two prompts on the first line type “TIPSACCP” and “PROTER01”
- At the first prompt (labeled password) on the second line type “MAJU4552” then hit ENTER without typing anything in the second prompt
- At the prompt, type in F749 and hit ENTER
- On the next page enter the address or BRT number to be searched.

Liens attach to the parcel by “BRT (‘Board of Revision of Taxes’) Account Number,” which is also referred to as the “OPA (‘Office of Property Assessment’) Account Number.” Real Estate tax bills contain the BRT Account Number.

Information concerning a property’s real estate tax charges and real estate tax liens can also be obtained from the website of the ***Office of Property Assessment*** at <http://www.phila.gov/opa/Pages/default.aspx> by selecting the “*Property Search*” link.

**Eric Feder
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