

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

OFFICE OF THE PROTHONOTARY

REAL ESTATE TAX LIENS AND REAL ESTATE TAX CHARGES

Information regarding whether real estate in Philadelphia is subject to a *tax charge* or to a *tax lien* is available through the Prothonotary's **Locality In Rem Index**, accessible from computers located in Room 262 City Hall as follows:

1) **Real Estate Tax Liens**. Consult the Prothonotary's *Locality In Rem 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:

- From the desktop, select the Icon labeled "Internet Explorer." (If the First Judicial District site does not come up, one of the saved websites probably was selected, and not the general IE icon. If this occurs, simply close and select the general IE icon).
- Select/click on the "Prothonotary List" (located on the left side of the screen).
- After selecting "Prothonotary List," a list of "Shared Documents" will appear on the screen.
- Select/click on "Tax Report Daily" (a few items down the "Shared Documents" list).
- After selecting the Tax Report Daily, a prompt will appear with a warning. Select/click "OK" when the prompt appears.
- The *locality In Rem index* page will appear. Locate the "Find" box at the center top of the page and enter the name of the street for the property at issue. (The user must enter **only** the name of the street, and it must be spelled exactly as entered in the index.)
- The column titled term number is the lien number for that address (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 "Real Estate" icon
- 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://opa.phila.gov/> by selecting the "Property Search" link.

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Prothonotary of Philadelphia County