

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

OFFICE OF THE PROTHONOTARY

Water and Sewer charges against a property must be paid to clear title to the property.

Liens for overdue water/sewer charges are docketed in the Prothonotary's **Locality In Rem Index** and may be accessed from the computers located in Room 262 City Hall as follows:

- (a) 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.)
- (b) Select/click on the Prothonotary List (located on the left side of the screen).
- (c) After selecting "Prothonotary List" a list of "Shared Documents" will appear on the screen.
- (d) Select/click on "Tax Report Daily" (a few items down the "Shared Documents" list).
- (e) After selecting the Tax Report Daily, a prompt will appear with a warning. Select/click "OK" when the prompt appears.
- (f) 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.)
- (g) The column titled "Term Number" is the lien number for that address (term number = lien number).

To determine whether water/sewer charges are due for a property, there are two separate water/sewer databases which must be searched, as set forth:

- 1) The "**Water and Sewer Service Receivables**" database for miscellaneous water/sewer charges can be accessed as follows:
 - (a) From the desktop, open the "Water and Sewer Service Receivables" database by double clicking the icon.
 - (b) Water/sewer charges are searchable by customer name, account number, or property address. Use the pull-down menu and choose one parameter:
 - Customer Name
 - Type first name and/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.

(c) If the property is subject to a water/sewer charge or lien, a description of the work and the amount owed will appear on the right side of the screen. If the result says “No Outstanding Balance,” the property is not subject to a miscellaneous water/sewer charge or lien. If the result says “No Data Found,” the property is either not subject to a miscellaneous water/sewer charge 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.

(d) Call the WRB’s Agency Receivables Unit at 215-686-6963 or PWD’s Customer Service Unit at 215-685-9601 with questions about the miscellaneous water/sewer charge or lien.

2) The “**Secure Water**” database for water/sewer/stormwater service and usage charges/liens can be accessed as follows:

- (a) From the desktop, open the “Secure Water” database by double clicking the icon.
- (b) Water/sewer/stormwater service and usage charges/liens are searchable by *Customer Name*, *Account Number*, or *Property Address*.

- 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.
 - Click “find” to search.

(c) If the property is subject to a water/sewer/stormwater charge/lien, the amount owed will appear on the screen. If the result says “No Liens Found,” the property is not subject to a water/sewer/stormwater lien. If the result says “No Matches Found. Please Try Again,” the data you entered in Step B is incorrect.

(d) Call the WRB at 215-686-6880 with questions about the water/sewer/stormwater charge/lien.

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