

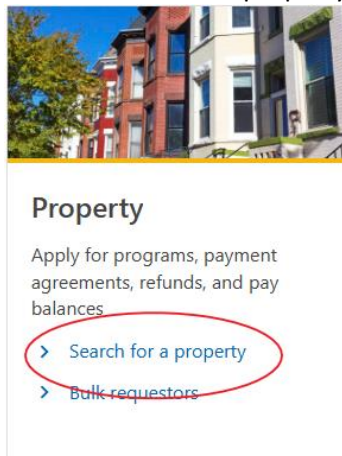


To: All Pennsylvania Policy Issuing Agents of WFG National Title Insurance Company
From: WFG Underwriting Department
Date: May 28, 2025
Bulletin No.: PA 2025-04
Subject: New Payoff Process for the City of Philadelphia Covering Real Estate Taxes, Trash, L&I Abatement

The City of Philadelphia has created a new online payoff tool for title agents. This payoff letter will only cover real estate taxes, agency receivables, and trash, and will replace prior methods for obtaining those amounts due. The payoff will include amounts due to satisfy "R" and "L" liens filed with the Court of Common Pleas. It does not include: business tax debts or liens, water and sewer charges, fines for code violations, non-abatement fees owed to L&I, open violations, or Municipal Court judgments.

To generate the payoff letter:

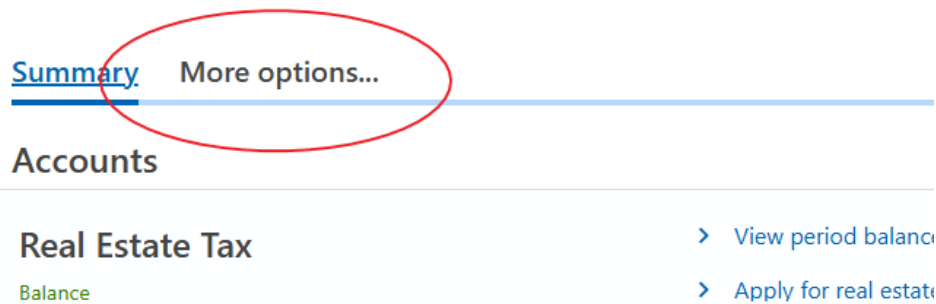
1. Go to <https://tax-services.phila.gov/>
2. Select "Search for a property"



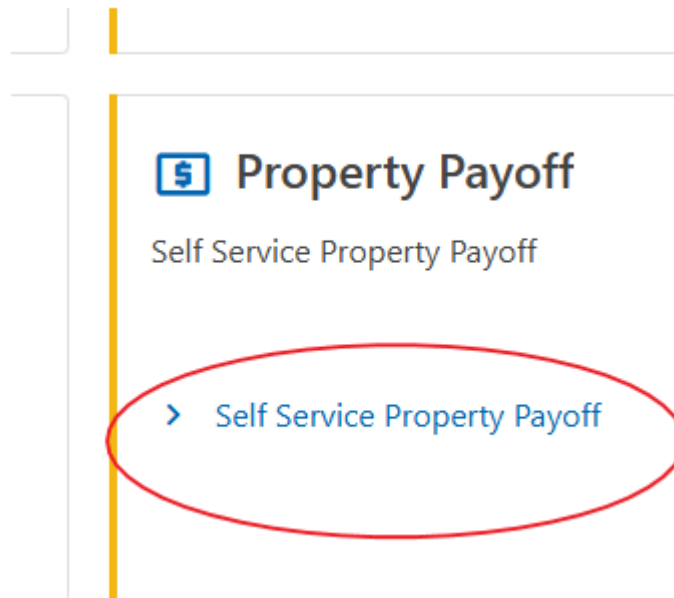
3. Enter the property address and select "Search".
4. Click the OPA number for your property from the Search results.

Information Bulletins are designed to provide our agents with information we think will help in managing their business or just being better title professionals, but which does not rise to the level of being an underwriting mandate and are not within the scope of the agency agreement.

5. Click “More options...” on the account page:



6. Scroll down and click “Self Service Property Payoff” in the “Property Payoff” box:



From the next screen, enter the name of your Company and the Effective Date (good through date) and click “Search”.

On the next screen you will be shown a Letter ID. Click the “Print” button and a PDF will be generated with the Property Payoff Statement.

The payoff letter will display the Property address, OPA Number, Date Issued, Requestor, good through date, payoff amount, and what items are covered (“Real Estate Tax, Commercial Trash Fee, and/or Licenses and Inspections (L&I) Abatement Invoice debt”). It will also include a breakdown of the accounts and list what items are not covered by the letter.

While this process will not cover every debt owed to the City, it will hopefully streamline the process for obtaining these types of payoffs.

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