**Record List Filters – Renewals**

*The following Record List Filters can be used to help track your Renewal records, including those submitted online through Citizen Access.*

**Annual Service Renewals - Submitted Online in Past 90 Days**

*This filter can be used to get a list of Renewal records that were submitted online within the last 90 days.*

* Record Type = Annual Inspection Reports
* Created by a public user
* Created within the last 90 days

**Annual Service Renewals – Incomplete**

*This filter can be used to get a list of Renewal records that have been started but not complete.*

* Record Type = Annual Inspection Reports
* Record Status is NOT = Renewed

**Annual Service Renewals - Negative Results**

*This filter can be used to get a list of Renewal records that were submitted with negative inspection questions.*

* Record Type = Annual Inspection Reports
* At least one negative result marked for inspection report Y/N questions

**Annual Service Renewals - Balance Due**

*This filter can be used to get a list of Renewal records that have a balance due, no matter the status.*

* Record Type = Annual Inspection Reports
* Balance is greater than 0

**Annual Service Master - Not Renewed**

*This filter can be used to get a list of Master records where the Renewal record has not been started.*

* Record Type = Master Record
* Expiration Status = About to Expire