



Benton County Circuit Clerk & Recorder Brenda DeShields

Recorder's Filing Requirements

Recordable Instrument Requirements:

1. Original instrument
2. Notarized signature
3. Tax statement return address on document
4. Name of instrument preparer
5. Revenue stamps on warranty deeds (if revenue changed hands)
6. "I Certify" statement on all warranty deeds (and any deed that has revenue stamps affixed)
7. A self-addressed stamped envelope (if sending in by mail)
8. Compliance with Standardized Form Act 757 of 2003 (Or refer to Ark. Code Ann. § 14-15-402)

Surveys and Plats Requirements:

1. Two (2) original instruments
2. Signature on each instrument
3. Accompanied with a reduced copy, if larger than 18" by 24"
4. Mylar not accepted
5. Color plats accepted ONLY if accompanied with a black and white copy

Deeds, Deeds of Trust, Mortgages, Release Deeds, Powers Of Attorney, Plats, Survey Plats, Notary Bonds, Foreign Judgments (within the State of Arkansas), Lis-Pendens, Medical Liens, Mechanic's and Materialman's Liens, Federal Tax Liens, and any Recordable instruments except as otherwise described in this section (Ark. Code Ann. §21-6-403(a)(1)(A) Act 615 of the Regular Session, 2007).