



Benton County Circuit Clerk & Recorder

Circuit Clerk - Brenda DeShields

Recorded Instrument 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. Original instrument
2. All Required signatures on each instrument-including City Planning, if applicable.
3. Accompanied with a reduced copy, if larger than 18" by 24".
4. Plat Affidavit of Compliance - For copy of form go to LAND RECORDS also in ONLINE FORMS.
5. Color plats accepted ONLY if accompanied with a black and white copy.

Contact

Brenda DeShields-Circuit Clerk & Recorder (479) 271-1015
brenda.deshields@bentoncountyar.gov

Villi Mercado-Recorder Administrator (479) 271-1017
villi.mercado@bentoncountyar.gov

Brittany Cadell-Courts Administrator (479) 271-1015
brittany.cadell@bentoncountyar.gov