



Administrative Recording Requirements

State of Arkansas

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 75 counties / Circuit and Court Clerk

Required Documents: **Real Property Tax Affidavit & Revenue Stamps Certificate of Compliance as follows:**

"I certify under penalty of false swearing that at least the legally correct amount of documentary stamps have been placed on this document." This statement must be signed by the grantee or authorized agent and an address must be included.

Required Statement: "This document prepared by " name, address, phone number required on first page
"Mail tax statement to" name and address required

Formatting of Documents:

Format specified by statute
8 1/2 x 11
First page: 2 1/2" top margin / 1/2" other margins
Last page: must have 2 1/2" bottom margin
Must be legible for photo duplication
Title identifying document must be included

Legal Description: Include book & pages and document dates

Other Requirements: Return-to name and address required
Grantee/Grantor names and addresses required
Some counties require self-addressed stamped envelope
Some counties require a Re-recording Amendment.
Subsequent filings should include reference date, book & pages

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 day - 1 week

Arkansas County Requirements:

Benton County

Non-exempt deeds require Stamps to be purchased via Treasurer's office prior to going to the County Recorder.
Include a self-addressed stamped envelope.

Carroll County

Non-exempt deeds require Stamps to be purchased via Department of Finance Administration prior to going to the County Recorder. Include self-addressed stamped envelope.

Department of Finance Administration, 105 Spring Street, Berryville, AR 72616 (870) 423-2046

Craighead County

Non-exempt deeds require Stamps to be purchased via Revenue office prior to going to the County Recorder.
Include a self-addressed stamped envelope.

Craighead County Revenue Office, 206 South West Drive Suite B, Jonesboro, AR 72401

Two recording offices: Eastern District Recording Office in Lake City, and Western District Recording Office in Jonesboro for cities as follows:

Eastern District: Black Oak, Caraway, Lake City, and Monette

Western District: Bay, Bono, Brookland, Cash, Egypt, and Jonesboro

Will record documents concurrently . Add a note stating: "Insert book and page". Do Not Use: "Recorded as of Even Date"

Marshall County

Lonoke County

Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. An Abstractor must be utilized to purchase revenue stamps.

Miller County

Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Revenue, 801 East 4th, Texarana, AR 71854 (870) 773-3871

Phillips County

Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance Administration, 520 Walnut Street, Helen, AR 72342 (870) 338-81716

Pulaski County

Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Miscellaneous Tax Department, 1816 West 7th Street, Room 2240, Little Rock, AR 72201 The stamps must be affixed to Deed prior to sending to the County Recorder.

Sebastian County

Non-exempt deeds require Stamps to be purchased prior to going to the County Recorder. Include a self-addressed stamped envelope. Department of Revenue, 804 B West Denver, Greenwood, AR 72936 (479) 996-2143

St. Francis County

Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance, 2308 North Washington, Forrest City, AR, 72335 (870) 633-2512

White County

Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance, 402 W. Wine, Searcy, AR 72143