

## Recording Standards

### Ark Code 14-15-402

- **(b) (1)** To be accepted by the county recorder for recording purposes, all documents shall:
  - **(A)** Be on eight and one-half by eleven inch (8 1/2"x11") paper;
  - **(B)** Have a two and one-half inch (2.5") margin at the right top of the first page, one-half inch (0.5") margin on the sides and bottoms of all pages, and a two and one-half inch (2.5") margin at the bottom of the last page;
  - **(C)** Have an area reserved on the top right of the first page for the file mark of the recorder;
  - **(D)** Contain the following information:
    - **(i)** The title of the document; and
    - **(ii)** The name of the grantor and grantee, when applicable;
  - **(E)** Be acknowledged or otherwise executed as permitted by § 16-47-107 or § 18-12-208; and
  - **(F)** Be legible.
    - **(2) (A)** The county recorder shall have the discretion to waive the requirements of subdivision (b)(1) of this section for:
      - **(i)** Good cause; and
      - **(ii)** Any document that complies with the Uniform Real Property Electronic Recording Act, § 14-2-301 et seq.
        - **(B)** All documents and instruments executed before January 1, 2004, shall be exempt from the requirements of subdivision (b)(1) of this section.
        - **(C)** All surveys and plats shall be exempt from the requirements of subdivision (b)(1) of this section.
    - **(3)** A county recorder shall not refuse to record a document that has been executed in a manner permitted by § 16-47-107 or § 18-12-208.

Documents must have original signatures or be certified by a court or agency of competent jurisdiction.

If your original document does not meet the above standards, the recorder may waive the requirements for good cause and record your document for an additional \$25.00. Said fee is in addition to the regular recording fees.

All deeds must have the following affidavit signed: **“I certify under penalty of false swearing that documentary stamps or a documentary symbol in the legally correct amount has been placed on this instrument.”**

**All deeds must have the address for the tax statement or the document will be returned.**

For the return of your recorded instrument or file-marked copies, **PLEASE SEND A SELF-ADDRESSED STAMPED ENVELOPE.**

We find that legal descriptions that have been faxed and then taped onto the document are not legible when reproduced. Legal descriptions that have been reduced to "fit" into the document are many times illegible. Any font less than eleven (11) could cause the document to be illegible as well. Again, it is best if documents are not folded when mailing to this office but instead mail them in large envelopes. The creases that are made when folding can result in blacked out lines across the document when scanned. This sometimes falls across the land description or the names of the parties, which is necessary information for proper indexing purposes. Non-textured 20 lb. bond paper is preferred for best scanning results. **Enclose a self-addressed, stamped envelope for return of documents.** If your original document does not meet the above standards in allowing space for the File mark, you may add a cover sheet. Additional charges will apply. Cover sheet must have a top margin of 2 1/2". List the type of document, grantor(s) and grantee(s) in the middle of the document. (Example: Death Certificate)

**Re-recordings:** This office is not re-recording instruments unless pre-approved. Especially under the new guidelines, it makes it difficult to re-record as once the 2 1/2" margins have been filled; there is no more space available to put our recording information. If it is necessary to re-record, you may be required to add a cover page to your document with the information as to why it is being re-recorded and allowing additional space for the file mark as well as Certificate of Record at the end of the document.

## **Recording Fees**

Ark. Code 21-6-306

Recording fees for land records (including Lis Pendens, plats, surveys, notary bonds, in-State foreign judgments (must be certified), materialman's liens): SEE REQUIREMENTS BELOW

For mortgage assignments, mortgage releases, and other instruments listed in a single document, an additional fee of fifteen (\$15.00) per instrument listed not to exceed three hundred (\$300) shall be charged.

1st Page \$15.00

Each additional \$5.00

If your original document does not meet the above standards, the recorder may waive the requirements for good cause and record your document for an additional **\$25.00**. Said fee is in addition to the regular recording fees.

We do request that you do not fold your documents when mailing them to this office, but that instead you mail them in a large envelope. The creases made when folding can result in black lines across the document when scanned. Non-textured 20 lb. bond paper is preferred for scanning.