

PROCEDURE FOR NON-CONVERSION AGREEMENT

1. Complete the form including your legal description. You can find your legal description at www.BrazoriaCAD.org by doing a search for your address or the name your property is held in.
2. Sign the form in front of a notary before heading to the Brazoria County Clerk's Office.
IMPORTANT NOTE: The Brazoria County Clerk's office does NOT have a notary.
3. File the Non-Conversion Agreement with the Brazoria County Clerk's Office as a deed restriction at one of the following locations:

East Annex

1524 E. Mulberry (old Wal-Mart building on E. Hwy 35)
Angleton, Texas 77515
979-864-1059
Monday - Friday 8:00am - 5:00pm

Manvel Substation

7313 Corporate Dr.
Manvel, Texas 77578
281-756-2426
281-692-1372
OFFICE HOURS: 8:00AM - 5:00PM
Closed For Lunch: 11:30AM - 12:30PM
****Manvel will stop accepting customers requesting same day service at 4:45 p.m.**

Pearland Substation

2436 S. Grand, Ste 106
Pearland, TX 77581
281-412-3399
281-412-4499
OFFICE HOURS: 8:00AM - 5:00PM
Closed For Lunch: 12:30PM - 1:30PM
****Pearland will stop accepting customers requesting same day service at 4:45 p.m.**

IMPORTANT NOTE: The Courthouse location at 111 E. Locust location will not file this form.

The fee for filing this form as a deed restriction is currently \$26 (subject to change without notice).

4. Once you have the form filed as a deed restriction, the Brazoria County Clerk's Office will attach a proof of filing to the document. Copy the Non-Conversion Agreement and the proof of filing and give the copy to the Village of Surfside Beach Building Official.