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.