

NONCONVERSION AGREEMENT

FILING INSTRUCTIONS

1. Please read the attached non-conversion agreement carefully.
2. Fill out your name and address in the “Record and Return To” box in the upper left corner.
3. You must have the agreement notarized. Please feel free to ask the receptionist if a notary is available at this office or at a nearby location.
 - a. Make certain that the notary completes the full acknowledgement statement on the agreement including County name, date, and name of homeowner (s) in the appropriate box.
 - b. Make certain the notary includes the notary stamp and seal on the document.
4. You must file the original document with the Monmouth County Clerk (see instructions below) either in person or by mail.
5. There is a \$40.00 filing fee for a single page document. This agreement has been formatted to print on a one page legal size sheet of paper (8.5” x 14.0”) for cost savings purposes and meets the necessary filing requirements of the Monmouth County Clerk.
6. If mailing, submit the original document with original signature and provide a check or money order payable to the “Monmouth County Clerk”. All checks must have a name, address, and phone number on them.

Monmouth County Clerk
Market Yard
33 Mechanic Street
Freehold, NJ 07728
732-431-7324

7. Return a copy of the document to the municipal construction official or appropriate municipal representative and retain a copy for your records.