



# MOVING CHECKLIST

## 1. BEFORE YOUR MOVE – CHOSE YOUR MOVER CAREFULLY

- Ask the mover to provide their TxDMV registration number. Verify the number is “ACTIVE” by going to the Truck Stop Database at: <https://www.txdmv.gov/motorists/consumer-protection/dont-make-a-move> (or by scanning the QR Code below) and enter the TxDMV Registration number.
- Ask the mover for a copy of their tariff (rates). These are the maximum rates they may charge.
- Clearly specify which items the mover will load and identify any difficulties they will encounter (i.e. intermediate stops, third floor moves, long distances, elevators, etc.), as this may affect your total cost.
- Make sure all arrangements are documented in writing. **DON'T RELY ON VERBAL AGREEMENTS.** Ask questions. All registered movers are required to provide you with the following documents-Make sure to obtain these documents BEFORE allowing loading of your items:
  - A written proposal and signed written contract BEFORE loading your items.
  - A “Rights and Responsibilities” information sheet.
- All registered movers assume responsibility for no more than 60 cents per pound per article. Ask your mover if they offer an increased level of liability. Keep in mind-this is not insurance! There could be additional costs associated with an increased level of liability.
- You can insure your valuable items for the move separately from the coverage provided by the mover by contacting an independent insurance company.
- Check and document the condition of all your items BEFORE the move. A picture is worth a thousand words! Ask whether the mover will conduct an inventory. This may increase your total cost.
- Read all documents and understand all charges BEFORE you sign anything.

## 2. DURING YOUR MOVE – PACKING AND LOADING

- If you're packing on your own item, pack with appropriate boxes and don't overfill them. Label all boxes with fragile items.
- Keep all valuables, important documents, and medications with you at all times.
- IF an inventory is conducted, accompany the mover while they take the inventory. Sign and agree to the inventory BEFORE and AFTER the move.
- Be available during the move to answer any questions the mover may have or to give further instructions.
- All registered movers are required to obtain your signature on the Moving Services Contract BEFORE loading your items. Remember- read it to be sure it accurately reflects the terms you have discussed BEFORE you sign it.
- Take a final look around after your items are loaded to make sure nothing is left behind.

## 3. DELIVERY

- Supervise the unloading of your items.
- Check the condition of your items. Notify the mover immediately if you discover any damaged items and notate it on all copies of your Moving Services Contract.
- Be prepared to pay the maximum amount listed on the written proposal.
- Make sure you receive a completed copy of the Moving Services Contract upon delivery of your shipment, including an itemized billing of all charges.
- If an inventory was prepared, the mover is required to have you sign the inventory at the destination point.

Questions? Contact us at:  
888.368.4689 or  
[TruckStop@txdmv.gov](mailto:TruckStop@txdmv.gov)



Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

