



# 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 App at: TxDMV.gov/TruckStop (or by scanning the QR Code below) and enter the TxDMV 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:
  - A written proposal and signed written contract **BEFORE** loading your items.
  - A “Rights and Responsibilities” brochure.Make sure to obtain these documents **BEFORE** allowing them to load your things!
- 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 mover by contacting an 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, 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.

