



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 Certificate 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/estimate showing the maximum price you could be required to pay.
 - ☐ A “Rights and Responsibilities” information sheet provided by TxDMV.
- ☐ All registered movers must provide a clear and concise disclosure of their liability for loss or damage to your household goods. The contract must expressly state if the mover's liability is \$0.00 for loss or damage. Some movers may assume a higher level of liability, however they may also assess additional fees. This is not the same as insurance.
- ☐ You can insure your household goods 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 your own items, pack with appropriate boxes and don't overfill them. Label all boxes that contain 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, signed and dated by both parties 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



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

