



Division of Motor Carriers
Household Goods Authority Application

MAIL TO: PO BOX 2007, Frankfort, KY 40602-2007

Phone: (502) 564-1257 Fax: (502) 564-4138

Drive.Ky.Gov

Application for

New Authority, Authority for Additional Vehicles, or a Replacement Tariff

This form contains documents required for applications for intrastate Household Goods motor carrier authority, for applications for additional qualified vehicles under an existing authority, and for the filing of a replacement tariff under an existing authority. The following sections are contained in this application form:

Application Index

Section 1. Application Instructions	Pages 2-4
Section 2. Authority Application	Page 5
Section 3. Certificate of Assumed Name for Sole Proprietor Only (Complete, record, and return only if the applicant is a sole proprietor)	Page 6
Section 4. Sample Tariff	Page 7
Section 5. Vehicle Qualification	Page 21

For your security, authority and vehicle credentials will be mailed by regular mail to your address on file with the Department of Vehicle Regulation unless the credential may be delivered in person to either a Sole Proprietor or an authorized officer or registered agent of the Corporation, Partnership, or Limited Liability Company listed with the Kentucky Secretary of State whose identity can be verified. You may request overnight or other expedited mail delivery by submitting a prepaid envelope addressed to the mailing address on file for the carrier.

Division of Motor Carriers
Household Goods Authority Application

Section 1. Application Instructions

To Apply for a Household Goods Certificate

You are required to follow these instructions to complete and mail or deliver this application form including the [Authority Application](#) (Section 2) and enclose any required fees to the Transportation Cabinet, Department of Vehicle Regulation, Division of Motor Carriers, Qualifications and Permits Branch, at 200 Mero Street, Frankfort, KY 40622. Your application may be returned for the correction of any deficiencies.

Enclose a Check or Money Order

Only for an application for new authority you must enclose one check or money order made payable to the “Kentucky State Treasurer” in an amount equal to the total of the \$250 application fee plus the \$10 per qualified vehicle. $(\$250 \text{ application fee}) + (\text{number of vehicles} \times \text{per vehicle fee of } \$10) = \text{total fees } \$$. There is no application fee required for an application for a replacement tariff or for the filing of an application for additional vehicles to be added to an existing authority. Only the \$10 per vehicle fee for each additional vehicle applies to applications for additional vehicles. If your company has Kentucky Intrastate For-Hire Authority to transport freight or has completed the Unified Carrier Registration (UCR) to transport freight, you may submit the current year XRS-3 form or UCR receipt in lieu of the \$10 per vehicle fee (Section 5).

Register your Business or Business Name

Business Organizations Must Register with the Kentucky Secretary of State

If you are a business organization that is required to be registered with the Kentucky Secretary of State in order to do business in Kentucky, you shall complete your registration as a domestic or foreign business organization prior to submitting this application. If you have any questions regarding the registration process please contact your attorney or the office of the Kentucky Secretary of State.

Sole Proprietors Must File a Certificate of Assumed Name with the County Clerk

If you are operating your business as a sole proprietor you are not required to and may not register your business name directly with the Kentucky Secretary of State, but you are required to file a certificate of assumed name with the county clerk where you maintain your principal place of business. Complete and record the enclosed [Certificate of Assumed Name for Sole Proprietor](#) (Section 3) then enclose the recorded copy with this application.

Division of Motor Carriers
Household Goods Authority Application

Section 1. Application Instructions

Commercial Insurance

You are required to have an insurance carrier authorized to transact business in Kentucky file a [Form E, Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance](#), and [Form H, Uniform Motor Carrier Cargo Certificate of Insurance](#), directly with the Division of Motor Carriers prior to submitting this application. The [Form E](#) and [Form H](#) must be an original and may only be filed by your insurance carrier by mail directly to the Division of Motor Carriers or through the [Motor Carrier Information Exchange \(NOR\)](#) website. Faxed copies of either form shall not be accepted. If you have any questions regarding how to submit either form please contact your insurance company.

The minimum amount of liability insurance for the transportation of property [18,000 lbs. or less](#) shall be one hundred thousand dollars (\$100,000) for death and personal injury to one (1) person, three hundred thousand dollars (\$300,000) for death and personal injury resulting from one (1) incident, and fifty thousand dollars (\$50,000) for property damage. The minimum amount of liability insurance for the transportation of property [more than 18,000 lbs.](#) shall be one hundred thousand dollars (\$100,000) for death and personal injury to one (1) person, six hundred thousand dollars (\$600,000) for death and personal injury resulting from one (1) incident, and fifty thousand dollars (\$50,000) for property damage.

Posting Notice of Your Tariff

You are required to enclose a proposed intrastate household goods tariff listing charges for various services. For further information on how to develop a tariff refer to Section 4 on page 7 of this application, entitled [Sample Tariff](#). Notice of your proposed tariff will be posted on the website of the Department of Vehicle Regulation, Division of Motor Carriers, after your application is reviewed, approved and filed. The proposed tariff may be protested. Your proposed tariff shall become provisionally effective at the time your authority is granted and may become permanently effective only after the period for filing a protest has expired and the department has sent you written notice that the tariff is approved.

Qualification of Vehicles

You are required to initially qualify at least one Household Goods vehicle with the Division of Motor Carriers in connection with an application for new authority. Vehicles 10,001 lbs. or greater require a USDOT number. You may visit <http://www.fmcsa.dot.gov/> to obtain a USDOT number. You must qualify each vehicle to be operated pursuant to a grant of authority before it may be lawfully operated under that authority. Unless you are exempt, you must pay a fee of \$10 per qualified vehicle. You must complete and submit the enclosed [Vehicle Qualification](#) form (Section 5). You may qualify additional vehicles under an existing authority at any time by submitting this application form for an amendment to an existing authority. See page 4 for additional qualification information of additional vehicles under an existing authority.

Division of Motor Carriers
Household Goods Authority Application

Section 1. Application Instructions

Criminal Background Checks

You are required to obtain a nationwide criminal background check, in compliance with KRS 281.6301, of each owner, official, employee, independent contractor, or agent operating a vehicle. The background check shall be obtained and retained for a period of at least three years.

Applying to Qualify Additional Vehicles under an Existing Authority or File a Replacement Tariff

You may use this application form to apply to qualify additional vehicles as an amendment to an existing grant of authority or to file a replacement tariff under an existing authority. If using this application to file a replacement tariff, you shall submit the [Authority Application](#) (Section 2) and the replacement tariff. For further information on how to develop a tariff refer to Section 4 on page 7 of this application, entitled [Sample Tariff](#). If using this application to request the authority to qualify additional vehicles, you shall submit the [Authority Application](#) (Section 2), submit the [Vehicle Qualification](#) form (Section 5), and, unless you are exempt, enclose one check or money order made payable to the “Kentucky State Treasurer” in an amount equal to the \$10 per qualified vehicle fee.

Authority and Qualified Vehicle Credentials

For your security, if the Department of Vehicle Regulation approves your application for new authority or for additional qualified vehicles, the authority and vehicle credentials issued by the department will be mailed by first class mail to your address on file with the department. Alternatively, the credentials may be delivered in person to either a Sole Proprietor or an authorized officer or registered agent of the Corporation, Partnership, or Limited Liability Company listed with the Kentucky Secretary of State whose identity can be verified. You may request overnight or other expedited mail delivery by submitting a corresponding prepaid envelope addressed to your mailing address on file.

Application Process Assistance

If you have questions about this application form or the application process please contact the Division of Motor Carriers, Qualifications and Permits Branch, by phone at (502) 564-1257 or by email at kytc.passhghg@ky.gov.



Division of Motor Carriers
Household Goods Authority Application

Section 2. Authority Application

New Authority	<input type="checkbox"/>	Additional Vehicles	<input type="checkbox"/>	Replacement Tariff	<input type="checkbox"/>
---------------	--------------------------	---------------------	--------------------------	--------------------	--------------------------

Docket No.	
Company No.	
Certificate No.	

(Required by applicant for additional vehicles)

USDOT _____ Number _____

Legal name _____

Doing business as _____

Principal place of business address within Kentucky (required)

Street address _____

City _____ County _____ KY ZIP _____

Mailing address (if different from above)

Street address _____

City _____ County _____ State _____ ZIP _____

Phone _____ Fax _____

Email address (required) _____

I, the sole proprietor, or authorized officer or registered agent on behalf of the applicant, do hereby certify the following:

Each owner, official, employee, independent contractor, or agent operating a household goods vehicle or entering a private residence or storage facility for the purpose of providing or facilitating the transportation of household goods has passed the required national criminal background check, a record of which was retained by the applicant.

I have read and understood the commercial insurance requirements on page 3 of the application instructions.

Signature of applicant _____
or applicant official _____ Date _____

Print name _____ Print title _____

63 Application Fee: _____
(Department use)



**Division of Motor Carriers
Household Goods Authority Application**

Section 3. Certificate of Assumed Name for Sole Proprietor
(Complete, record, and return only if the applicant is a sole proprietor.)

If the applicant is a sole proprietor, file and record this page with the county clerk where you maintain your principal place of business and then enclose the recorded copy with this application.

Pursuant to the provisions of **KRS 365.015**, the undersigned applies to assume a name and, for that purpose, submits the following statement:

1. The assumed name is: _____

2. The legal name of the individual adopting the assumed name is:

3. The street address is: _____

City _____ County _____ State ____ ZIP _____

4. The mailing address is: _____

City _____ County _____ State ____ ZIP _____

I declare under penalty of perjury under the laws of Kentucky that the foregoing is true and correct.

Signature _____

Print name _____ Date _____

THIS SIGNATURE SHALL BE NOTARIZED.

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me on this the _____ day of _____ 20_____.

Notary Public _____

My commission expires on _____.

An assumed name shall be effective for a term of five (5) years from the date of filing and may be renewed for successive terms upon filing a renewal certificate within six (6) months prior to the expiration of the term, in the same manner of filing the original certificate of assumed name.

Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Sample Tariff for Household Goods Motor Carrier Operating Authority

Kentucky law requires that before engaging in the intrastate transportation of household goods a motor carrier must file with the Department of Vehicle Regulation one or more tariffs containing the current rates, classifications, company policies, and other provisions related to the transportation services to be offered. A tariff shall, among other requirements, name the holder of the certificate, identify the certificate number affected, and include the signature of an owner or corporate officer of the carrier responsible for its filing. It is your responsibility to develop a tariff that is specific to your operations. The information and sections that follow shall be in each tariff approved by the department.

General Information

Before you may follow a new rate structure after obtaining new authority or before you may change your rates, you must:

- A. Submit a new revised tariff that includes any changes to kytc.passshg@ky.gov for preliminary approval by the department
- B. Allow the department the opportunity to review the new revised tariff and give preliminary approval of the tariff or notify the carrier of any deficiencies. NOTE: The department shall post notice of the tariff to its website after it has been preliminarily approved.
- C. Operate your business in accordance with the proposed tariff from the date that notice of preliminarily approval is received, pending running of the period for protest and final approval by the department

Tariff Requirements

The following information and sections shall be in each tariff approved by the department:

- A. **Cover Sheet** – Your tariff must have a cover sheet that contains all of the following items:
 - a. The title: **Household Goods Carrier Tariff**
 - b. The legal and assumed name of the applicant
 - c. A blank for the certificate number of the carrier
 - d. A tariff number:
 - i. The tariff number must be formatted: **Tariff Number: HG-(number)**.
 - ii. The number of your original tariff must be **1**.
 - iii. If later filing a replacement tariff, include the following statement below the tariff number:
Replaces Tariff Number: HG-(number).
 - e. A blank for the preliminary effective date (the department will notify you of this date which is the date the tariff has been reviewed and accepted for filing)
 - f. A blank for the permanent effective date (the department will notify you of this date)
 - g. The name and signature of the applicant or the company representative who is responsible for submitting the tariff
 - h. The street address of the principal place of business of the applicant within Kentucky (including city, state, and ZIP code)

Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

- B. **Table of Contents** – Your tariff must contain a *table of contents* that lists, alphabetically, the page and/or item number where each subject in the tariff can be found. Your Table of Contents must also contain an Index of Policies and Procedures for quick reference.
- C. **Definitions** – Your tariff must contain a list of any abbreviations and references that were included in the tariff and the definition of each abbreviation and reference.
- D. **Index of Special Rates** – If you will charge special rates for the transportation or handling of some commodities, you must include an index listing each commodity and the page and/or item number where information about the special rate is shown.
- E. **Mileage Calculations** – Your tariff must include a detailed explanation of how you will calculate mileage.
- F. **Rates and Charges** – Your tariff must contain a list of all of your transportation rates, service charges, and any of the following that apply:
 - a. The transportation rates that you will charge per 100 pounds
 - b. The packing and unpacking rates that you will charge (these rates must be listed either per container or per 100 pounds)
 - c. An itemized accounting of each service that you will provide for an additional charge
 - d. An itemized accounting of each commodity that you will charge a special rate to transport and amount you will charge
 - e. Any additional information that covers all other company policies and procedures you have that relate to calculating your rates, charges, and service
 - f. All of your policies and procedures regarding payment of your charges
 - g. The charge for additional insurance coverage
- G. **Additional Policies and Procedures** – Your tariff must list all policies and procedures under which you will operate that you will require your customers to follow. Additional policies not directly related to mileage or rates can be placed in this additional section.

Other Operating Information

You may include other information consistent with your operations in addition to the required information and required sections listed above. It is your responsibility to develop a tariff that is specific to your operations. This sample tariff is intended as an example to assist you in developing a tariff structure for your operations that meets the requirements of Kentucky law. This sample is not necessarily intended as a template. Not every term or section may apply to the services you intend to provide, nor has every term or section you may intend to incorporate been included.



Kentucky Transportation Cabinet
Department of Vehicle Regulation
Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2

Household Goods Carrier Tariff

For:

Household Movers, Inc.

Certificate No.: _____¹

Preliminary Effective Date: _____²

Permanent Effective Date: _____³

ISSUED BY:

Signature: _____ Date: _____

Jane Smith, President
Household Movers, Inc.
654 Main Street
Somewhere, Kentucky 40000-0000

¹ Leave the certificate number blank if submitting an initial tariff.
² Leave the preliminary effective date blank. The department will inform the carrier of the date the tariff is filed.
³ Leave the permanent effective date blank. The department will inform the carrier of the date the tariff is approved.



**Division of Motor Carriers
Household Goods Authority Application**

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 2 of 12

TABLE OF CONTENTS

SUBJECT	PAGE
Definitions	4
Index of Special Rates	4
Section 1 - Mileage Calculation.....	4
Policy 1 - Mileage Calculation.....	4
Section 2 - Rates and Charges.....	4
Policy 2 - Minimum Charge.....	5
Item 1 - Rate Chart.....	5
Item 2 - Additional Services and Charges.....	6
Policy 3 - Preparation for Shipping.....	6
Item 2A - Packing and Unpacking	6
Policy 4 - Overtime Packing and Unpacking.....	6
Item 2B - Labor Charges.....	6
Item 2C - Storage in Transit.....	7
Item 3 - Additional Commodities and Charges.....	7
Item 3A - Household Appliances.....	7
Item 3B - Bulky Items	7
Item 4 - Diversion of Shipments.....	8
Policy 5 - Diversion of Shipments.....	8
Item 5 - Liability, Insurance, Delays, Claims, and Items of Particular Value	8
Item 5A - Liability for Shipment	8
Policy 6 - Replacement Value Protection	9
Policy 7 - Storage in Transit Insurance Coverage.....	9
Item 5B - Delays in Packing, Shipment, Unpacking, or Other Services	10
Policy 8 - Delays	10
Item 5C - Claims for Damage, Loss, or Overcharge.....	10
Policy 9 - Claims for Damage, Loss, or Overcharge.....	10
Policy 10 - Items of Particular Value	10



Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 3 of 12

SUBJECT	PAGE
Item 6 - Discounts	11
Policy 11 - Discount Rate.....	11
Section 3 - Additional Policies and Procedures.....	11
Policy 12 - Warehouse Delivery.....	11
Policy 13 - Regular Hours of Service.....	11
Policy 14 - Payments	12
Policy 15 - Bill of Lading, Contract Terms, and Conditions	12

Index of Policies and Procedures

Policy 1 - Mileage Calculation.....	4
Policy 2 - Minimum Charge.....	5
Policy 3 - Preparation for Shipping.....	6
Policy 4 - Overtime Packing and Unpacking.....	6
Policy 5 - Diversion of Shipments	8
Policy 6 - Replacement Value Protection	9
Policy 7 - Storage in Transit Insurance Coverage	9
Policy 8 - Delays	10
Policy 9 - Claims for Damage, Loss, or Overcharge.....	10
Policy 10 - Items of Particular Value.....	10
Policy 11 - Discount Rate.....	11
Policy 12 - Warehouse Delivery.....	11
Policy 13 - Regular Hours of Service.....	11
Policy 14 - Payments	12
Policy 15 - Bill of Lading, Contract Terms, and Conditions	12



**Division of Motor Carriers
Household Goods Authority Application**

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 4 of 12

DEFINITIONS

TERM	DEFINITION	TERM	DEFINITION
C	Charge	Loading	Includes HM’s loading and unloading
Cu. Ft.	Cubic Feet	HM	Household Movers, Inc.
CWT	Hundred Pound Weight	N	New
I	Increase	N/C	No Charge
Incl.	Inclusive	Packing	Includes HM’s packing and unpacking
LB or LBS.	Pound	R	Reduction
Legal holiday	Any legal national/state holiday	Ky or KY	Kentucky

INDEX OF SPECIAL RATES

COMMODITY	PAGE
Household Appliances	6
Bulky Items	6

SECTION 1. MILEAGE CALCULATION

Every reasonable effort will be made to determine the correct mileage between the pick-up point and delivery point by the shortest practical truck routes. Where there is more than one desirable route with differing mileage, the shipper will be charged for the route with the least number of miles.

Policy 1 – Mileage Calculation

Mileage will be determined using *PC Miles and Miles*, Version 7.9. When the point of origin and/or point of destination is not available in *PC Miles and Miles*, HM will use the latest edition available of the *American Moving and Storage Association Mileage Guide* to determine mileage.

SECTION 2. RATES AND CHARGES

Rates are based on a CWT basis.

The clock starts at the appropriate hourly rate when the mover arrives at the point of origin, and includes the movers estimate return time to the office location. The hourly rates are calculated in fifteen minute increments. Any interim charge is rounded up to the next fifteen minute increment.



Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 5 of 12

The shipper is charged the rates specified in ITEM 1 for all waiting time or delays which are not the fault of HM. Rates in this section may include the following additional services at no additional charge:

- A. Up to three elevator, stairs, or excessive distance carries per shipment
- B. Up to two extra pick-ups or deliveries per shipment
- C. Piano or organ flight carry
- D. Minimum packing (20%)

Policy 2 – Minimum Charge

Unless otherwise specifically provided for in this pricing structure, all shipments weighing less than 500 pounds will be charge at the 500 pound rate.

ITEM 1 – RATE CHART

Miles			Pounds	Break Point	Pounds	Break Point	Pounds	Break Point	Pounds	Break Point	Pounds	Break Point	Pounds
			500-999		1000-1999		2000-3999		4000-7999		8000-11999		12000 plus
31	-	40	\$46.57	703	\$34.18	1601	\$29.39	3483	\$24.60	6711	\$19.81	11158	\$15.02
41	-	50	\$48.46	709	\$35.75	1556	\$30.96	3626	\$26.17	6503	\$21.38	10950	\$16.59
51	-	60	\$50.03	692	\$36.12	1611	\$31.33	3502	\$26.54	6464	\$21.75	10911	\$16.96
61	-	70	\$51.92	691	\$37.38	1578	\$32.59	3560	\$27.80	6443	\$23.01	10890	\$18.22
71	-	80	\$55.34	689	\$40.58	1632	\$35.79	3352	\$31.00	6418	\$26.21	10865	\$21.42
81	-	90	\$56.66	708	\$42.53	1540	\$37.74	3422	\$32.95	6577	\$28.16	11024	\$23.37
91	-	100	\$57.02	719	\$43.37	1531	\$38.58	3344	\$33.79	6570	\$29.00	11017	\$24.21
101	-	110	\$58.01	709	\$44.00	1544	\$39.21	3424	\$34.42	6504	\$29.63	10951	\$24.84
111	-	120	\$59.43	703	\$44.57	1497	\$39.78	3403	\$34.99	6647	\$30.20	11094	\$25.41
121	-	130	\$61.69	689	\$45.64	1530	\$40.85	3380	\$36.06	6843	\$31.27	11290	\$26.48
131	-	140	\$62.53	710	\$46.80	1533	\$42.01	3324	\$37.22	6542	\$32.43	10989	\$27.64
141	-	150	\$64.21	711	\$49.82	1558	\$45.03	3323	\$40.24	6666	\$35.45	11113	\$30.66
151	-	160	\$65.21	694	\$50.24	1599	\$45.45	3338	\$40.66	6611	\$35.87	11058	\$31.08
161	-	170	\$66.99	706	\$51.96	1527	\$47.17	3310	\$42.38	6754	\$37.59	11201	\$32.80
171	-	180	\$68.15	700	\$52.97	1520	\$48.18	3301	\$43.39	6708	\$38.60	11155	\$33.81
181	-	190	\$70.25	702	\$54.44	1545	\$49.65	3301	\$44.86	6654	\$40.07	11101	\$35.28
191	-	200	\$71.56	706	\$57.02	1539	\$52.23	3213	\$47.44	6668	\$42.65	11115	\$37.86
201	-	220	\$73.61	700	\$57.07	1551	\$52.28	3248	\$47.49	6784	\$42.70	11231	\$37.91
221	-	240	\$75.50	702	\$57.54	1531	\$52.75	3288	\$47.96	6899	\$43.17	11346	\$38.38
241	-	260	\$77.66	695	\$58.01	1556	\$53.22	3308	\$48.43	7190	\$43.64	11637	\$38.85
261	-	280	\$79.17	702	\$58.17	1588	\$53.38	3324	\$48.59	6916	\$43.80	11363	\$39.01
281	-	300	\$79.49	712	\$58.64	1576	\$53.85	3369	\$49.06	6836	\$44.27	11283	\$39.48



**Division of Motor Carriers
Household Goods Authority Application**

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 6 of 12

ITEM 2 – ADDITIONAL SERVICES AND CHARGES

Policy 3 – Preparation for Shipping

Articles that must be packed, crated, or wrapped may be prepared for shipping by the shipper or HM will perform the service at the request of the shipper.

ITEM 2A – Packing and Unpacking

Percent Packed by HM	Area A	Area B
100%	\$15.00	\$13.50
90%	\$13.10	\$11.80
80%	\$11.25	\$10.15
70%	\$9.40	\$8.50
60%	\$7.55	\$6.85
50%	\$5.70	\$5.20
40%	\$3.85	\$3.50
30%	\$2.25	\$2.00

Area A covers the counties of: Fayette, Franklin, and Jefferson.
Area B covers all other Kentucky counties not covered by Area A.

Policy 4 – Overtime Packing and Unpacking

For any shipment that requires overtime packing and/or unpacking, 10% will be added to the applicable rate listed above.

ITEM 2B – Labor Charges

These labor charges apply to services not otherwise covered in this tariff when such services are requested by the shipper:

Day Labor Performed	Time Labor Performed	Charge Per Man-Hour
Weekday	8 AM to 5 PM	\$23.75
Weekday	Before 8 AM and after 5 PM	\$32.55
Saturday	8 AM to 5 PM	\$32.55
Saturday	Before 8 AM and after 5 PM	\$37.65
Sunday	Anytime	\$42.80
Legal State or Federal Holiday	Anytime	\$42.80

Section 4. Sample Tariff



Division of Motor Carriers
Household Goods Authority Application

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 7 of 12

ITEM 2C – Storage in Transit

If the shipper requests the shipment be held in storage before delivery to the point of destination, the following charges will apply:

CHARGE PER CWT

Storage (per 30-day period or part thereof)	\$3.45
Climate Controlled Storage (per 30-day period or part thereof)	\$5.70
Warehouse Handling	\$3.85
Overtime Warehouse Handling	\$6.75
Pick-up or Delivery Transportation:	
1,000 to 1,999 lbs.	\$15.75
2,000 to 3,999 lbs.	\$13.50
4,000 or more	\$11.80

ITEM 3 – ADDITIONAL COMMODITIES AND CHARGES

ITEM 3A – Household Appliances

HM will charge the following rates for household appliances that require special handling to assure safe transportation:

First Item	\$28.30
Each Additional Item	\$18.20

ITEM 3B – Bulky Items

The following charges will apply to the loading of the following items:

ITEM	CHARGE
Airplanes	\$154.00
Boats - 14 feet or less	N/C
Boats - 14 to 20 feet	\$113.75
Boats - over 20 feet	\$167.80
Cars	\$115.87
Grandfather Clocks	\$32.90
Hot Tubs	\$110.55
Playhouses	\$74.70



**Division of Motor Carriers
Household Goods Authority Application**

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 8 of 12

ITEM 4 – DIVERSION OF SHIPMENTS

Policy 5 – Diversion of Shipments

Upon written instructions by the consignor, consignee, or owner, a shipment will be diverted subject to the following provisions and following additional charges:

- A. The term *Diversion* means:
 - a) A change in the name of the consignor
 - b) A change in the name of the consignee
 - c) A change in the destination
 - d) A change in the route
 - e) Any other instructions given which are necessary to achieve delivery and require:
 - i) A change in billing
 - ii) An additional movement of the shipment
 - iii) Both
- B. When a diversion order under this rule is received by HM, diligent effort will be made to locate the shipment and make the change requested. HM will not be responsible for failure to make the change unless the failure is due to the error or negligence of HM or its employees.
- C. Charges to a diverted shipment will be assessed at the lawfully applicable rate from origin to destination via the point of diversion over the route of movement, plus the changes as provided for herein in Item 4.

Each diversion at origin	\$5.95 CWT
Each diversion at destination	\$4.24 CWT

ITEM 5 – LIABILITY, INSURANCE, DELAYS, CLAIMS, AND ITEMS OF PARTICULAR VALUE

ITEM 5A – Liability for Shipment

Household goods carriers must assume liability for the value of the goods they transport. The amount of liability a carrier must assume depends on the level of valuation protection requested by the shipper and accepted by the carrier.

Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 9 of 12

Policy 6 – Replacement Value Protection

When *Replacement Value Protection* is requested in writing by the customer, HM will be liable to the maximum declared released value for replacement of the articles lost or damaged while in HM's custody.

Replacement Value Protection will be provided by HM only if it is requested by the shipper and if the shipper states an amount equal to or greater than the \$6.50 per pound of weight of the shipment or a minimum of \$30,000, whichever is greater, subject to the option chosen by the shipper:

Option A – \$1,500 Deductible

The customer will pay for the protection 20¢ per \$100 or part thereof, of declared or released value and assumes responsibility for the first \$1,500 of any claim.

Option B – \$300 Deductible

The customer will pay for the protection 50¢ per \$100 or part thereof, of declared or released value and assumes responsibility for the first \$300 of any claim.

Option C – No Deductible

The customer will pay for the protection 75¢ per \$100 or part thereof, of declared or released value.

Policy 7 – Storage in Transit Insurance Coverage

An additional insurance charge based upon 10% of the declared or release value will apply to shipments that are stored in transit for each thirty days or part thereof of storage in transit.

Note 1 – HM maximum liability will not exceed the release or declared value on the shipment, 100% of the actual cash value of the item(s), or the full repair cost, whichever is less.

Note 2 – This protection does not apply to lost, damaged, destroyed, or missing papers of any kind, including accounts, bills, passports, deeds, stocks, bonds, and money. This protection does not apply to items such as photographs, newspaper clippings, and heirlooms having little or no market value. This protection does not apply to loss or damage due to insects or extreme temperatures.

ITEM 5B – Delays in Packing, Shipment, Unpacking, or Other Services

Policy 8 – Delays

HM shall not be liable for any delays in transporting household goods or in undertaking other requested services resulting from an act of God or fault or neglect of other parties including the shipper.

Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 10 of 12

ITEM 5C – Claims for Damage, Loss, or Overcharge

Policy 9 – Claims for Damage, Loss, or Overcharge

All claims for loss, damage or overcharge must be in writing and attached to the Bill of Lading. Claimant must notify carrier of all claims for concealed damage within thirty days of the move. HM must be given reasonable opportunity to inspect damaged items. Although HM will be careful with your possessions, from time to time damages may occur. If damages are caused by our service HM reserves the right to repair the damage in question. If we determine that damages cannot be repaired, we reserve the right to either replace or compensate (actual cash value) for the damage. If there is damage, notify HM immediately. We will complete a Damage Report before we leave your site. If you discover damage after the move, call the office within thirty days of your move. No damage claims will be honored until the charges for moving services are paid in full. You will be asked to sign a Release of Liability acknowledging this.

Policy 10 – Items of Particular Value

HM does not assume any liability whatsoever for documents, currency, credit cards, jewelry, watches, precious stones or articles of extraordinary value including accounts, bills, deeds, evidences of debt, securities, notes, postage stamps, stamp collections, trading stamps, revenue stamps, letters or packets of letters, alcoholic beverages, firearms, coin collections, articles of peculiarly inherent or intrinsic value, precious metals or articles manufactured there from. HM will not accept responsibility for safe delivery of such articles if they come into HM's possession with or without HM's knowledge.

ITEM 6 – DISCOUNTS

HM shall apply the following discounts, in a uniform and nondiscriminatory fashion:

- A. Military
- B. Senior Citizens
- C. Student

Policy 11 – Discount Rate

If requested prior to service, a discount rate of 10% off hourly service charges for moving, packing, and unpacking items only will be applied for customers who are active duty military, disabled veterans, senior citizens, and college or university students that provide adequate proof of same as required. If the shipper requests the shipment be held in storage before delivery to the point of destination, no discount will be applied to storage in transit charges.

Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 11 of 12

SECTION 3. ADDITIONAL POLICIES AND PROCEDURES

Additional policies not related to the calculation of mileage or rates are as follows:

Policy 12 – Warehouse Delivery

Except as provided in *Policy 5*, when goods are consigned or delivered to a warehouse, the location of the warehouse will be considered the destination and must be noted on the Bill of Lading. HM's liability will end when the shipment is unloaded into the warehouse. The goods will be stored in the name of the shipper, owner, or consignee, subject to a lien for transportation and other lawful charges.

Policy 13 – Regular Hours of Service

HM's regular hours of service are between 7 AM and 6 PM each day except for Saturdays, Sundays, and legal holidays, and except as otherwise provided.

Policy 14 – Payments

- A. HM will not deliver or hand over any shipment or any part of a shipment until all rates and charges have been paid in cash, money order, traveler's check, cashier's check, certified check, or by an approved credit card(s).
- B. When arrangements for credit are made between HM and the consignor or consignee, the following conditions apply:
 - 1. A *free-credit* period will extend for seven days, excluding Saturdays, Sundays, and legal holidays.
 - 2. When HM's bill is not paid within the *free-credit* period, credit will be automatically extended to 30 days including the *free-credit* period and a service charge of 1% of the bill (\$10 minimum) will be charged for extension of the credit.
 - 3. HM's bill will display the extended-credit period separately from the free-credit period.
 - 4. The postmark date of the payment to HM will be deemed the date the charges were collected.
 - 5. Credit will not be given to any shipper who fails to pay a legally presented bill within the *extended-credit* period.
 - 6. This rule does not apply to Government Bills of Lading.
- C. HM may require the shipper to pre-pay, in full or in part, for a specific service required by the shipper on or before starting the performance of the service.



Division of Motor Carriers
Household Goods Authority Application

Section 4. Sample Tariff

Tariff Number: HG-3
Replaces Tariff Number: HG-2
Page 12 of 12

Policy 15 – Bill of Lading, Contract Terms, and Conditions

Each customer will be provided with a copy of HM's Bill of Lading. The terms and conditions of the Bill of Lading, attached thereto, are hereby incorporated by reference.

Adapted from the *Sample Tariff for Household Goods Carriers* published by the Virginia Department of Motor Vehicles OA 450 (02/16/05); also adapted from ABC Moving Company - South Carolina Household Goods Tariff.



Division of Motor Carriers
Household Goods Authority Application

Section 5. Vehicle Qualification Instructions and Application

To Qualify a Household Goods Vehicle

You must complete this page and enclose the following with this application in order to qualify vehicle(s):

1. A copy of your current year [XRS-3](#) if you have Kentucky Intrastate For-Hire Authority to transport freight other than household goods NOTE: You will need Kentucky Intrastate For-Hire Authority if you intend to move office furniture.
2. A copy of your current year [Unified Carrier Registration \(UCR\)](#) receipt if you have completed the [UCR](#) for the transportation of freight in interstate commerce
3. A vehicle qualification fee of [\\$10](#) per vehicle

USDOT NO (REQUIRED)

Certificate No.
(Department Use)

If your company has Kentucky Intrastate For-Hire Authority to transport freight or has completed the [Unified Carrier Registration \(UCR\)](#) to transport freight, you may submit the current year [XRS-3](#) form or [UCR](#) receipt in lieu of the \$10 per vehicle fee.

Number of vehicles to be qualified:	_____	X \$10 =	Total \$_____
-------------------------------------	-------	----------	---------------

Vehicle Qualification Process Assistance

If you have questions about the vehicle qualification process please contact the Division of Motor Carriers, Qualification and Permits Branch, at (502) 564-1257 or by email at kytc.passhhg@ky.gov.

61 Vehicle Fee:

(Department Use)