



621 Woodland Square Loop SE
 Lacey, WA 98503
 P.O. Box 47250
 Olympia, WA 98504-7250
 Phone: 360-664-1222
 Email: transportation@utc.wa.gov

HOUSEHOLD GOODS MOVING COMPANY - NEW COMPANY APPLICATION

You are required to have a permit from the commission before operating as a household goods moving (HHG) company in Washington state. You must attend commission-sponsored training prior to receiving your provisional permit. Please see the upcoming dates at <http://www.utc.wa.gov/hhgtraining>. If you cannot wait until the next training, you may come to a commission-sponsored orientation, however, you will also be required to attend a later training. All other application requirements must be met to schedule an orientation.

This application contains the following information:

- Application Form and Attachments
- Checklist
- **WAC 480-15** – Rules Relating to Household Goods Carriers
- **Your Guide to a Satisfactory Safety Rating**

Insurance Requirements

File and maintain **Public Liability and Property Damage Insurance (Form E)** with the commission covering all vehicles operating under your household goods permit. Additionally, file and maintain **Cargo Insurance (Form H)**. Retain proof of insurance coverage at your office and have it available for inspection by commission staff.

Insurance minimum limits are:

Vehicles under 10,000 GVWR	<ul style="list-style-type: none"> ○ \$300,000 combined single limit of public liability and property damage insurance (Form E) and ○ \$10,000 cargo insurance (Form H).
Vehicles 10,000 GVWR and more	<ul style="list-style-type: none"> ○ \$750,000 combined single limit of public liability and property damage insurance (Form E) and ○ \$20,000 cargo insurance (Form H).

FILING YOUR APPLICATION

The Commission has a policy of providing equal access to its services. If you need special accommodations, please call 360-664-1243 or The Washington Relay Service at 7-1-1 or 1-800-833-8384.

Select one of the following:

- Scan/PDF your application to efileapp.utc.wa.gov and pay online at payments.utc.wa.gov
- Mail your application with your check or money order to the following address: UTC, PO Box 47250, Olympia, WA 98504-7250

ACH on-line (no service fee) or credit card on-line at payments.utc.wa.gov (2.5% or minimum of \$3.95 is charged by Official Payments for credit card processing).

DO NOT EMAIL YOUR CREDIT CARD INFORMATION



CHECKLIST

Ensure the following items are included with your Household Goods Moving application:

New Provisional Application

- Completed application and fee
- Register with **Department of Labor & Industries**
- Register with **Employment Security Department**
- Register with **Department of Revenue/Business Licensing Service** (UBI #)
- Register with **Secretary of State's Office** (if corporation or LLC)
- Completed required **Household Goods Industry Training** *I will be doing the next training 6-21-23*
- Copy of valid driver's license or government issued photo ID card for each person named in the application (upload as a separate document)
- Evidence of enrollment in a drug and alcohol testing program, or evidence that you have in place your own drug and alcohol testing program, **if your company operates commercial vehicles and has CDL drivers. See 49 CFR 382(e) and 383.5.**
- Evidence of insurance - combined single limit of public liability and property damage (Form E) and cargo insurance (Form H)
- Attachment A - Three or more completed statements of support from people in the community supporting the proposed service

**HOUSEHOLD GOODS MOVING COMPANY
 PERMIT APPLICATION**

FOR OFFICAL USE ONLY			
Date Filed: 6/13/2023	Company:	Docket #:	
Receipt ID:	Payment ID: 21583	Amount Paid: \$550	
111-0268-207-02	111-0268-032-20		

Type of Household Goods Authority Requested – Check One

Fee

- Provisional and permanent authority.** The fee for provisional and then permanent authority is a one-time fee. Complete pages 3-7 and Attachment A. Note: Per **RCW 81.80.075(2)**, applications must be on file with the commission for at least 30 days before issuance. **\$550**
- Reinstatement of permit** Must be filed within 30 days of cancellation, depending on criteria set forth in **WAC 480-15-450**. Complete pages 3 and 7, and include a statement justifying the reinstatement. Business Letter format is preferred. **If longer than 30 days after cancellation, you may not reapply for 12 months per WAC-480-15-302(11).** **\$250**

Household Goods Permit #: (T)HG -



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Section 1 - BUSINESS INFORMATION

Legal Name: **Ybarra, Sara Andrea** *Quality Movers dba Ultimate Movers dba precision movers*

Trade Name, if applicable: *Quality Movers dba Ultimate Movers*

Physical Address: *1320 N Wall St, Spokane Wa 99201*

Mailing Address: *Same as physical*

Telephone Number: *(509) 879-2512* Email: *ultimate movers 01@gmail.com*

Contact Name: *Sara Ybarra*

USDOT#: *407356* If you do not have a USDOT number, go on-line at <https://cms8.fmcsa.dot.gov/registration> to apply or call 360-596-3812 for assistance.

Is your business registered with the Department of Revenue? No Yes

Business License/UBI#: *604598505*

Department of Labor & Industries (L&I) Worker's Comp Account #: *83744300*

Employment Security Department (ESD) registration #:

If you will not be setting up an account with L&I or ESD because you do not have employees, please explain how you plan to obtain workers. Per **WAC 480-15-555**, a criminal background check must be completed on each person you intend to hire. If you intend to hire day labor from a temp agency, they must perform the criminal background check. Refer also to **WAC 480-15-302** and **305**.

As the owner I will only hire drug tested and background checked employees. I will be using a temp agency to hire employees if needed as hiring day laborers is illegal and unsafe for my clients.

Type of Business

Individual Partnership Corporation Other (LP, LLP, LLC)

State of Incorporation
Washington

List the name, title, and percentage of all partner's share or stock distribution for major stockholders:

Name	Title	Stock Distribution/% of Shares
<i>Sara Ybarra</i>	<i>Owner</i>	<i>100%</i>

Provide a copy of a valid driver's license or government-issued photo identification card for each person named in the application. Upload or email as a separate attachment. Application processing will not begin until the commission/Licensing has received this.



Section 2 - APPLICATION QUESTIONNAIRE

1. Describe the services you wish to provide. Explain how your services will enhance customer choice, promote competition, or fill an unmet need for service:

I would like to provide a high end but competitive pricing plan to ensure my companies can assist any income level with a fair and safe move. I plan to ensure only the best of the best will be working for my company to guarantee the quality.

2. Briefly describe your experience in the transportation/household goods moving industry:

I have been providing labor only moving services for nine years. I have obtained all insurances to protect my clients from any liability.

3. Do you currently hold, or have you ever held, a Household Goods permit in Washington?

No Yes If yes, please indicate your permit number:

4. Have you ever applied for and been denied a Household Goods permit in Washington?

No Yes If yes, please explain:

5. Do you currently operate interstate? No Yes

If yes, please indicate your MC#:

6. If you have interstate authority, have you registered for Unified Carrier Registration? No Yes

7. Do you operate interstate as an agent of another company? No Yes

If yes, what is the name of the company?

8. Have you completed commission-sponsored training? No Yes If "yes" date:

9. Will you be employing CDL drivers? No Yes

If "yes", you must attach evidence of enrollment in a drug and alcohol testing program.

Please answer the following questions completely. If there are multiple persons listed in this application with legal proceedings or criminal convictions to declare, provide documentation on a separate attachment.

10. Does any person named in this application have, or has ever had a business-related legal proceeding against you in Washington state, or in any other state? No Yes If "yes" please list below*:

Type of Legal Proceeding	Date	State

*attach additional pages if necessary



11. Has any person named in this application ever been convicted of any crime involving theft, burglary, assault, sexual misconduct, identity theft, fraud, false statements, or the manufacture, sale, or distribution of a controlled substance? No Yes If yes, please list below*:

Type of Conviction	Date	State

*attach additional pages if necessary

12. Has any person named in this application been: 1) convicted of a criminal offense in Washington state, 2) found to have committed a civil offense in Washington state, or 3) found to have violated Commission rules?

No Yes If yes, please list below*:

Violation	Date of conviction	RCW/WAC

*attach additional pages if necessary

13. If you would like to receive information about new household goods carriers, check here

Section 3 - FINANCIAL STATEMENT			
Complete the following or attach a balance sheet, profit and loss statement, or business plan.			
Assets		Liabilities	
Cash in Bank	11662.58	Salaries/Wages Payable	
Notes Received	0	Accounts Payable	
Investments	2250.00	Notes Payable	0
Other Current Assets	0	Mortgages Payable	0
Prepaid Expenses	0	Total Liabilities	
Land and Buildings	0	Net Worth	
Trucks and Trailers		Preferred Stock	
Office Furniture	250	Common Stock	
Other Equipment	150	Retained Earnings	
Other Assets	0	Capital	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	

Section 4 - EQUIPMENT LIST				
List the equipment you own or lease to provide moving services (attach additional sheets if necessary). You must own or have a long-term lease for any vehicle you operate, you may not rent vehicles on a job-by-job basis.				
Year	Make	License Number	Vehicle ID (VIN)	GVW
2002	Gmc		1GDJ7H1C62J513835	11770
2003	Gmc	K22547T	1GDHG31U331902413	16000

*attach additional pages if necessary



Section 5 – SAFETY

Identify the person and position responsible for understanding and complying with the **Federal Motor Carrier Safety Regulations** (FMCSR), Washington state laws (RCW) and commission rules (WAC) as described below. Please refer to the WAC rules, Fact Sheets and publication “Your Guide to Achieving a Satisfactory Safety Rating” for assistance with requirements that may apply to your specific operations.

Controlled Substance and Alcohol Use and Testing (Title 49, Code of Federal Regulations Part 382 and Part 40). If you operate commercial motor vehicles, your drivers must be in a controlled substance and alcohol use and testing program. You must have an alcohol and controlled substances testing program. **Please attach evidence of your enrollment in a drug and alcohol testing program if your company has commercial vehicles and employs CDL drivers.**

Commercial Driver’s License (CDL) Standards Requirement and Penalties (Title 49, Code of Federal Regulations Part 383). If you operate commercial motor vehicles, your drivers must have a valid CDL.

Driver Qualification Requirements (Title 49, Code of Federal Regulations Part 391). Each of your drivers must meet minimum qualification requirements. You must maintain driver qualification files for each driver.

Drivers Hours of Service (Title 49, Code of Federal Regulations Part 395). Each of your drivers must maintain hours of service logs. You must maintain true and accurate hours of service records for each driver.

Inspection, Repair and Maintenance (Title 49, Code of Federal Regulations Part 396). You must systematically inspect, repair, and maintain all motor vehicles.

Parts and Accessories Necessary for Safe Operation (Title 49, Code of Federal Regulations Part 393). You must maintain parts and accessories in a safe condition.

Liability Insurance Requirements (WAC 480-15-530). You must file and maintain **proof of public liability and proper damage insurance** (\$300,000 minimum coverage for vehicles under 10,000 pounds GVWR and \$750,000 minimum coverage for vehicles 10,000 pounds GVWR or more).

Cargo Insurance Requirements (WAC 480-15-550). You must maintain **cargo insurance coverage** (\$10,000 for household goods transported in motor vehicles under 10,000 pounds GVWR and \$20,000 for vehicles 10,000 pounds GVWR or more).

Name: <i>Sara Ybarra</i>	Position: <i>Owner</i>
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Section 6 - OPERATIONAL RESPONSIBILITIES

Identify the person and position responsible for understanding and complying with the requirements of each category shown below.

Annual Reports and Regulatory Fees (WAC 480-15-480). You must annually file a report of your financial operations and pay regulatory fees.

Name: <i>Sara Ybarra</i>	Position: <i>Owner</i>
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STATE OF WASHINGTON – general laws, rules and regulations: Individuals and companies doing business in the state of Washington must comply with the regulations of local, state, and federal agencies. Please state the name and position of the person in your organization who will be responsible for ensuring compliance with the laws of the state of Washington, such as, but not limited to the Department of Labor & Industries (industrial insurance, safety, prevailing wage); Department of Licensing vehicle and drivers licenses, business licensing, Unified Business Identifier (UBI number), fuel permits, fuel tax; Secretary of State (corporate registrations); Department of Transportation (over-size or over-weight permits); Department of Revenue, Internal Revenue Service (taxes); and Employment Security.

Name: <i>Sara Ybarra</i>	Position: <i>Owner</i>
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Section 7 - DECLARATION OF APPLICANT

INITIAL

I understand that filing this application does not in itself constitute authority to operate as a household goods mover.

As the applicant for a household goods permit, I understand the responsibilities of a motor carrier and I am in compliance with all local, state, and federal regulations governing businesses, including household goods movers, in the state of Washington.

I understand that if the commission grants my application as a new entrant, I will receive temporary authority to provide service as a household goods carrier on a provisional basis for at least six months. During this time, the commission will evaluate whether I have met the criteria in WAC 480-15-305 to obtain permanent authority. I also understand that I must comply with all conditions placed on my temporary permit and that failure to do so will result in cancellation of my permit.

My employees are sufficiently trained to comply with commission rules regarding estimates, bills of lading, rates and charges and terms and conditions of household goods moves. In addition, my employees are sufficiently trained to comply with commission rules regarding vehicle operation, maintenance, and all other safety requirements. My company will provide a copy of the customer survey to each customer for whom we provide transportation service.

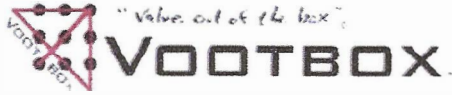
I understand the commission will complete a criminal background check on each person named in the application.

I certify or declare under penalty of perjury under the laws of the state of Washington that the information contained in this application is true and correct.

Applicant Name: Jana Ybane Date: 6-9-23

Section 8 - ADDITIONAL REQUIRED ATTACHMENTS

- For New Applications:** provide three "attachment A - HOUSEHOLD GOODS STATEMENT OF SUPPORT" forms. Forms may be typed or hand-written.
- For Reinstatement of Permit:** provide a personal statement justifying the reinstatement. Business letter format preferred.



VOOTBOX INC.
P.O. Box 141654
Spokane Valley, WA 99214

Sara Ybarra dba Ultimate Movers
1320 N. Wall Street
Spokane, WA 99201

May 19, 2023

Re: Letter of Reference for Sara Ybarra dba Ultimate Movers

To: Whom it May Concern

This letter of reference is provided to Sara Ybarra dba Ultimate Movers with authorization for distribution at her discretion.

Vootbox Inc. retained the services, via contract, with Sara Ybarra dba Ultimate Movers to relocate the contents of resident possessions from their apartment to local onsite storage and return them to the apartment as renovation was occurring in a total of ninety-nine (99) apartment units. The work was always done professionally under supervision of Vootbox staff. Her team members always reported to work on time, ready to go with safety attire as required in the construction worksite. They were conscientious and caring with all residents' possessions and attentive to any concerns expressed by residents. We highly recommend their services as professional movers.

We would also like to recommend that Sara Ybarra and her team be permitted to provide the full scope of services offered by a fully licensed and permitted interstate moving company. Based upon our experience with her team there is no doubt we could expect:

- safe and professional packing and loading service of household and office goods;
- safe and responsible transportation of such goods;
- full compliance of all legal and professional guidelines and regulations involving moving, storage and transportation of household goods;
- the benefit to society of a quality moving service provider.

Sincerely,

Jay Barter
President, Vootbox Inc.

Inland Empire Properties, LLC

Marycliff Center Office Complex

815 W 7th Ave

Spokane, WA 99204

T: 509-609-7147

E: jerryressa@gmail.com

Saturday, May 27, 2023

LETTER OF RECOMMENDATION

Sara Ybarra Quality Movers; DBA Ultimate Movers

1320 N. Wall St.

Spokane, WA 99201

I have had the opportunity to work with and know Sara Ybarra through her company; Ultimate Movers, since approximately 2016. Our company; Inland Empire Properties, LLC has several commercial and residential rental properties throughout the Spokane area and frequently need the services provided by Ultimate Movers. We have used her company to move furniture, fixtures, equipment, appliances, and apartment furnishings, and debris. They have also picked up and hauled debris to local dumping facilities on our behalf.

I am very impressed with the professionalism of her employees and staff, and have found that they have always exhibited the utmost of gracious, kindness and a willingness to do whatever it takes to get the job done. They display characteristics of timeliness, honesty, integrity, and commitment through the accomplishments of their various work services. The work is always provided in a safe and professional manner, and others who are impacted with their work are also treated graciously and respectfully, which consequently, reflects credit on our company as well as theirs. Their benefit to our community is responsible and positive.

Their highly professional character and integrity is unusual in today's fast changing culture. Honesty builds trust and trust builds relationships and we have come to trust Ultimate Movers in meeting our company needs.

Ultimate Movers is fully and completely proficient of providing services of a fully capable, licensed, and legally permitted interstate moving company, competent and accomplished to perform the services that could be expected from such a company.

Without any hesitation whatsoever, we will hire Ultimate Movers again for any of our future needs that would require their services.

Should you have any questions or comments about Ultimate Movers, please contact me.

Jerry F. Ressa

Jerry F. Ressa, *Owner*

Inland Empire Properties, LLC

Mark E. Vovos, P.S.

Attorney at Law
2721 South Pittsburg
Spokane, Washington 99203
www.markvovos.com

Fellow - American College of Trial Lawyers
Fellow - American Board of Criminal Lawyers
Associate - American Board of Trial Advocates
**Also Admitted to Practice in Idaho and Oregon*

mvovos@mvovos.digitalspacemail8.net
(509) 326-5220

May 26, 2023

Sara Ybarra
Quality Movers, d/b/a Ultimate Movers
1320 North Wall Street
Spokane, WA 99201

Via Email: D C ultimatemovers01@gmail.com

Re: Letter of Reference to Sara Ybarra
Quality Movers, d/b/a Ultimate Movers

To Whom It May Concern:

Sara Ybarra has asked that I write a letter of recommendation based on our business association over the past several years. My office has been a customer of Sara Ybarra, d/b/a Ultimate Movers for over five years. When I sold my office building, they moved my entire office space contents that I was occupying for over fifty years. Subsequently, they moved my office furniture, equipment and files to my home. I have found Sara Ybarra to be straight forward in her approach to her work and business. I say this because items that were moved by her company included confidential materials and documents which were handled with the utmost care ensuring their confidentiality.

She and her employees are professional in their moving business. They know how to pack and protect valuable items and pad furniture that needs to be moved.

They plan not only the actual packing and padding items, so it can be protected in transit and downloaded safely when it reaches its destination.

I believe she can provide safe and responsible transportation of goods that are to be moved and relocated and professional loading and unloading of office and household items.

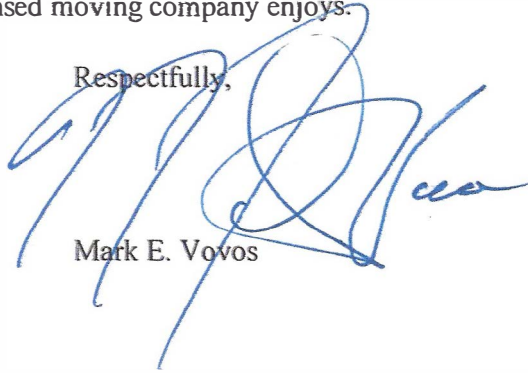
As an attorney, I am aware that they comply with all legal regulations concerning moving and transportation of household and office items.

Sara Ybarra
May 26, 2023
Page 2

I must say that my office has nothing but exceptionally fine dealings with Sara Ybarra's company for the past five plus years. Deadlines were always met and the quality of their work has been superb. If there were any requests or changes made by our office, they were carried out quickly and professionally. I can say that my office and staff were very pleased with their work.

I would whole heartedly recommend that Sara Ybarra, d/b/a Ultimate Movers be allowed to provide the array of services that an interstate, fully licensed moving company enjoys.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Mark E. Vovos', is written over the typed name. The signature is stylized and somewhat illegible due to its cursive nature.

Mark E. Vovos