

FROM: \_\_\_\_\_

Name of Tenant

ADDRESS: \_\_\_\_\_

Address of Tenant

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

Name of Landlord or Managing Agent

RE: Late Fees

Dear \_\_\_\_\_:

Name of Landlord or Managing Agent

I am writing to make you aware of the Vermont case law regulating the practice of charging late fees.

According to Vermont case law, [Highgate Associates, Ltd. v. Lorna Merryfield, Supreme Court Docket No.90-032] landlords may only charge a tenant a late fee to cover expenses **actually incurred** as the result of tenant's tardiness in paying rent. **Such a fee may not be simply a penalty.** A late fee, which is not reasonably related to the landlord's expenses, is invalid and the tenant does not have to pay it.

I am requesting that you present documentation showing that the fee is equal to your expenses. If you cannot or will not show this documentation, I am under no obligation to pay the late fee.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name