I am writing to make you aware of the Vermont case law regulating the practice of charging late fees. According to [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 a result of the tenants’ tardiness in paying rent. Such a fee may not simply be 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