

# LATE FEES

FROM: \_\_\_\_\_ (name of tenant)

ADDRESS: \_\_\_\_\_ (address of tenant)

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

TO: \_\_\_\_\_  
name of landlord

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 [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