

Name of Propane Seller  
 Street Address, City, VT 05000  
 802-XXX-XXXX FAX: 802-XXX-XXXX E-mail: [XX@XXXX.com](mailto:XX@XXXX.com)

**INITIAL FEE DISCLOSURE FORM**

**Date:** \_\_\_\_\_ **Fee offer good until** \_\_\_\_\_

**Start of Service:** You may be required to sign a written contract and/or complete a credit check that is satisfactory to the seller before obtaining propane. A seller cannot deny service on the basis of your credit, but may require cash payment in advance of delivery if you are denied credit terms. Fees not included on this disclosure are prohibited. Advice on purchasing propane is available on the Vermont Attorney General’s consumer website at [www.uvm.edu/consumer](http://www.uvm.edu/consumer) under Heating Fuels.

FEE	AMOUNT	FEE MAY CHANGE AFTER THIS DATE WITH 60 DAYS’ NOTICE*
Security Deposit	\$	
Permit/Inspection Charge	\$	
Equipment Installation Charge	\$	
Service Diagnostic Fee	\$	
Leak or Pressure Test Charge	\$	
After-Hours Delivery Charge	\$	
Meter Read Fee	\$	
Equipment Lease Fee (circle one)	\$	
Per Month      Per Year		
Special Trip Charge –Working Hours	\$	
Special Trip Charge – After Hours	\$	
Equipment Reconnection Charge	\$	
Late Payment Fee	\$	
Insufficient Funds Fee	\$	
	\$	
	\$	

\* If no date is included, the fees will remain in effect for at least one year from the date the consumer agreed to buy propane from the seller.

**IF YOU REQUEST TANK REMOVAL ANYTIME DURING THE FIRST 12 MONTHS AFTER TANK INSTALLATION THE FOLLOWING FEES APPLY**

Early Service Termination Fee	\$
Pump Out/Restocking Charge	\$
Equipment Removal Charge	\$
	\$

(Form Date: 12/01/12)

## **INSTRUCTIONS FOR INITIAL FEE DISCLOSURE FORM**

The purpose of this form is:

- (1) to provide consumers with a simple, accurate description of the fees that might be imposed by the propane seller, and
- (2) a way for consumers to compare the fees of one seller with the fees of a competitor.

Consequently, **this form must include all fees that are set out in the contract or "terms and conditions" that the consumer would have to agree to in order to get propane delivered from the seller.**

The address box at the top of the form must include the mailing, FAX, e-mail and any other electronic media destinations to which the consumer can send written notice to the seller.

**Date:** For inquiring consumers or new customers, insert the date the form is given to the consumer.

**Fee Offer Good Until:** Fill in a date on this blank if you want to limit the amount of time your fee offer is good to inquiring consumers or potential new customers.

**AMOUNT:** Insert the amount of the fee.

### **FEE MAY CHANGE AFTER THIS DATE AND WITH 60 DAYS' PRIOR**

**NOTICE:** Provide a date (not a time period) that the fee will remain in effect. After that date, if the consumer has a contract, then any fees in the contract consistent with the fees listed on this form will apply. If there is no contract or the contract does not provide for specific fee amounts consistent with this form, the seller can increase or add fees only if the seller provides the consumer with 60 days' notice of a fee increase or addition.

**BLANK LINES:** You may add additional fees in the blank lines. If you have many fees not listed in the form, you may go to a second page, keeping your form consistent with this form.

Any additional fees must comply with Vermont law. For example, you may not include minimum usage fees or a fee for propane not actually delivered to the consumer.